292-1

Federal Personnel Manual System

Supplement

292-1

Personnel Data Standards

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FPM Supp. 292–1
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FPM Supplement 292–1, Personnel Data Standards

Installment 4

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Page	*Identification*	*Page*	
III–19 III–20	Inst. 2	III–19 III–20 III–20.01	Updates Federal Employees' Group Life Insurance (FEGLI) codes.
III–120.01	Inst. 3	III–120.01 III–120.02	Updates Race and National Origin Identification codes.

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Federal Personnel Manual System

FPM Supplement 292-1, Personnel Data Standards

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February 17, 1981

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III-3 III-4	Inst. 2	III-3 III-4	Updates maintenance agency. Deletes reference to obsolete publication.
III-15 III-16	Inst. 2	III-15 III-16	Adds data element Cash Award.
III-27 III-28		III-27	Updates maintenance agency.
III-29 III-30		III-29 III-30	Updates maintenance agency. Adds new Race and National Origin Codes.
III-35 through III-38	Inst. 2	III-35 through III-38	Editorial changes. Updates nature of action codes.
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III-43 through III-46	Inst. 2	III-43 through III-46	Updates nature of action codes.
III-51 III-52	Inst. 2	III-51 III-52	Editorial change.
III-55 III-56	Inst. 2	III-55 III-56	Updates occupation title.
III-95 through III-112	Inst. 2	III-95 through III-112.01	Updates agency codes. Updates pay plan codes. Editorial changes.
III-119 through III-126	Inst. 2	III-119 through III-126	Updates maintenance agency. Editorial changes. Updates Retirement Codes. Adds new Special Program Identifier Codes. Adds new Position Indicator, Supervisory or Managerial codes.

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III-129 III-130	Inst. 2	III-129 III-130	Editorial change. Updates maintenance agency.
III-133 through III-136	Inst. 2	III-133 through III-136	Updates maintenance agency. Editorial changes. Adds Implementation Date to Veterans Preference categories.
III-147 III-148	Inst. 2	III-147 III-148	Editorial changes.
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Table of Changes

Remove		*Insert*	*Explanation of Changes*
Page	*Identification*	*Page*	
Entire Supplement	Installment 1	Entire Supplement	Updates maintenance agencies. Updates reference for geographical location. Updates personnel data standards: nature of personnel action, occupational series, organization identification, pay plan, pay rate special factors, position service identifier, special programs, tenure group, veterans preference categories, and position indicator, supervisory or managerial. Eliminates personnel data standard apportionment state. Updates keyword index. Updates list of publications. Editorial changes.

FPM Supplement 292-1

Personnel Data Standards

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FPM Supplement 292-1

Personnel Data Standards

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Introduction

This supplement describes personnel data standards; their development, implementation, and maintenance. The supplement, which presents *current* personnel data standards, is of primary interest to members of personnel staffs who prepare Standard Forms 50, 50–A, 1126, and authorized exceptions thereto; and to persons responsible for automated personnel information systems.

The supplement is structured to present data standards currently used in particular automated systems and to reflect the anticipated growth of the Civilian Personnel Data Standardization Program. Once single data standards for similar data in different systems have been implemented in those systems, such data standards will be published in book II of the supplement. Eventually, book II will replace all other books except book I.

Book I.

The Personnel Data Standardization Program

Contents

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Subchapter S1. Introduction to Personnel Data Standards

S1-1. DEFINITIONS

a. In this supplement:

(1) *Data element* means a basic unit of identifiable and definable information. A data element occupies the space provided by fields in a record or blocks on a form. It has an identifying title, a unique definition, and data representations.

(2) *Data representation* means numbers, letters, symbols, or combinations thereof, used to express specific data. Data representations may be data names, data codes, or literal numeric values.

(3) *Data name* means the term commonly used to denote the data. To clarify usage a data name may be defined when published in a data standard.

(4) *Data code* means a data representation assigned to data for purposes of brevity or ordering when used in either manual or automated information systems.

(5) *Data standard* means a data element or representation set which has been promulgated by a cognizant authority for uniform symbolization of certain data within the scope of that authority.

(6) *Representation set* means homogeneous data representations grouped together in a unit which can be titled and defined. A particular representation set may be utilized by several data elements, but each representation set must be utilized by at least one data element.

(7) *Implementation* means achieving the utilization of data standards in information and data systems.

(8) *Maintenance* means the keeping of data standards in a state of validity through review, revision, republication, or rescission, or all of these methods.

S1-2. KINDS OF PERSONNEL DATA STANDARDS

a. Data standards may be grouped in a wide variety of ways for various purposes. In this supplement three concepts are used to group data standards:

(1) Similarity—data elements similar in definition and structure (i.e., identical representation sets) are grouped together and associated with their common representation set;

(2) Use—data standards established for or implemented in, or both, particular personnel management information systems are published together in separate books of this supplement (eventually personnel data elements and representation sets will be standardized across all systems, published in book II, and this means of grouping standards will become obsolete); and

(3) Level of usage approval—Federal General Standards, Federal Program Standards, de facto OPM Standards (see FPM Chapter 292, Personnel Data Standardization for definitions).

S1-3. DEVELOPMENT OF PERSONNEL DATA STANDARDS

a. This section describes the generalized procedure to be followed in the development of a data standard. While these procedures may be tailored to specific tasks or projects, each level of coordination will be included. Wider coordination is required when it is known that a standard overlaps another program area or it is felt that a standard would benefit from review by a group with a special expertise.

b. New standards, or changes to standards, may be proposed by means of the forms in appendix B. These forms should be locally reproduced from the pages in appendix B.

c. Figure 1 outlines the steps in the development of a data standard. There are three major phases of development: (1) Analysis of the data standardization proposal or request for information; (2) coordination of the draft standard with the Interagency Advisory Group; and (3) approval of the proposed standard as a Federal Program Standard.

d. The first major phase of development is initiated by receipt of OPM Form 975, Personnel Data Standardization Proposal, or a request for civilian personnel manpower information, directed to Work Force Information Division of OPM. This phase includes a comprehensive requirements analysis to determine how the request can be satisfied, and if it is practical to do so; whether new or modified data standards are required; and whether the data standardization task is large enough or complex enough, or both, to warrant division among work groups, or if the draft proposal(s) can be transmitted directly to the IAG Subcommittee on Personnel Data Standardization. The comprehensive requirements analysis addresses the needs, collectability, costs, and expected outputs for the data by obtaining from the requester the kind of information indicated on the forms shown in appendix C, Types of Questions Utilized During Requirements Analysis.

e. Coordination of the draft standard through the Interagency Advisory Group mechanism is guided by the Data Standards Section of Work Force Information Division. The draft standard is referred to successively higher levels of the IAG as substantial consensus is reached at each level. Though subcommittee work groups operate with some informality, dissenting views at higher levels must be expressed in writing. If resolution of dissenting views requires substantial modification of the draft standard, the draft may be referred back to the work groups for further development. The draft standard moves through three levels of IAG coordination (four levels if work groups are needed): The subcommittee, the Committee on Federal Personnel Management Information Systems, and the full Interagency Advisory Group. While members of the subcommittee are encouraged to coordinate draft standards as widely as they can, agencies are requested to provide a formal agencywide response to data standards as they are circulated to the IAG Committee on Federal Personnel Management Information Systems. After consensus is reached at the subcommittee level, the draft standard is registered with the National Bureau of Standards as developmental. While the personnel and ADP programs are obvious candidates for coordination, all agency functions should be given an opportunity to review proposed data standards to insure that a consolidated agency response is available. A minimum 90-day review period is allocated to Committee members to consolidate their agencies' responses at this level. The draft standard is coordinated with OPM offices concurrently with review by the IAG Committee on Federal Personnel Management Information Systems. The same minimum 90-day review period is allocated to allow for a fully staffed response. Modifications of the draft standard at any level are coordinated with the user to insure compatibility with user needs.

f. After passing through the Interagency Advisory Group consultation process, the proposed standards will be processed as Federal Program Standards under the provisions of title 15, subtitle A, part 6 of the Code of Federal Regulations. This process is as follows: After coordination of the draft standard with the Interagency Advisory Group, the Data Standards Section arranges with the National Bureau of Standards (NBS) for the processing of the draft standard as a Federal Information Processing Standard (FIPS) (specifically as a Federal Program Standard). This process includes review of the proposal by Federal agency FIPS Points-of-Contact for coordination, review by NBS for compliance with applicable Federal regulations on data standardization, and approval as a Federal Program Standard by the Secretary of Commerce. Again dissenting views must be expressed in writing, and if substantial modification of the draft standard is required, it may be referred back to IAG subcommittee work groups for further development. Any modifications resulting from this process are coordinated with the user. After approval as an FIPS by the Secretary of Commerce, the standard is issued in the NBS FIPS PUB series. The FIPS PUB cites this supplement for the detailed specifications of the standard (code list, etc.). Development of the data standard is now complete. Subsequent activities regarding the standard focus on its implementation and maintenance.

S1–4. IMPLEMENTATION OF PERSONNEL DATA STANDARDS

a. No data standard, new or revised, is to be implemented for reporting to OPM except at the direction of OPM.

b. Federal Program Standards will be implemented in all existing automated civilian personnel work force information systems on a practical, time-phased schedule determined through coordination with the systems manager and consultation with agencies, so as to avoid unnecessary cost and disruption. Developmental systems will conform to existing Federal Program Standards; modification of standards may be requested if required (see paragraph S1–2b for instructions on requesting modification of standards).

c. Data standards are implemented in civilian personnel recordkeeping and reporting systems in different ways depending on the degree of change required by the standard. In every case, however, implementation is carried out according to a practical, time-phased schedule provided by OPM in consultation with agencies.

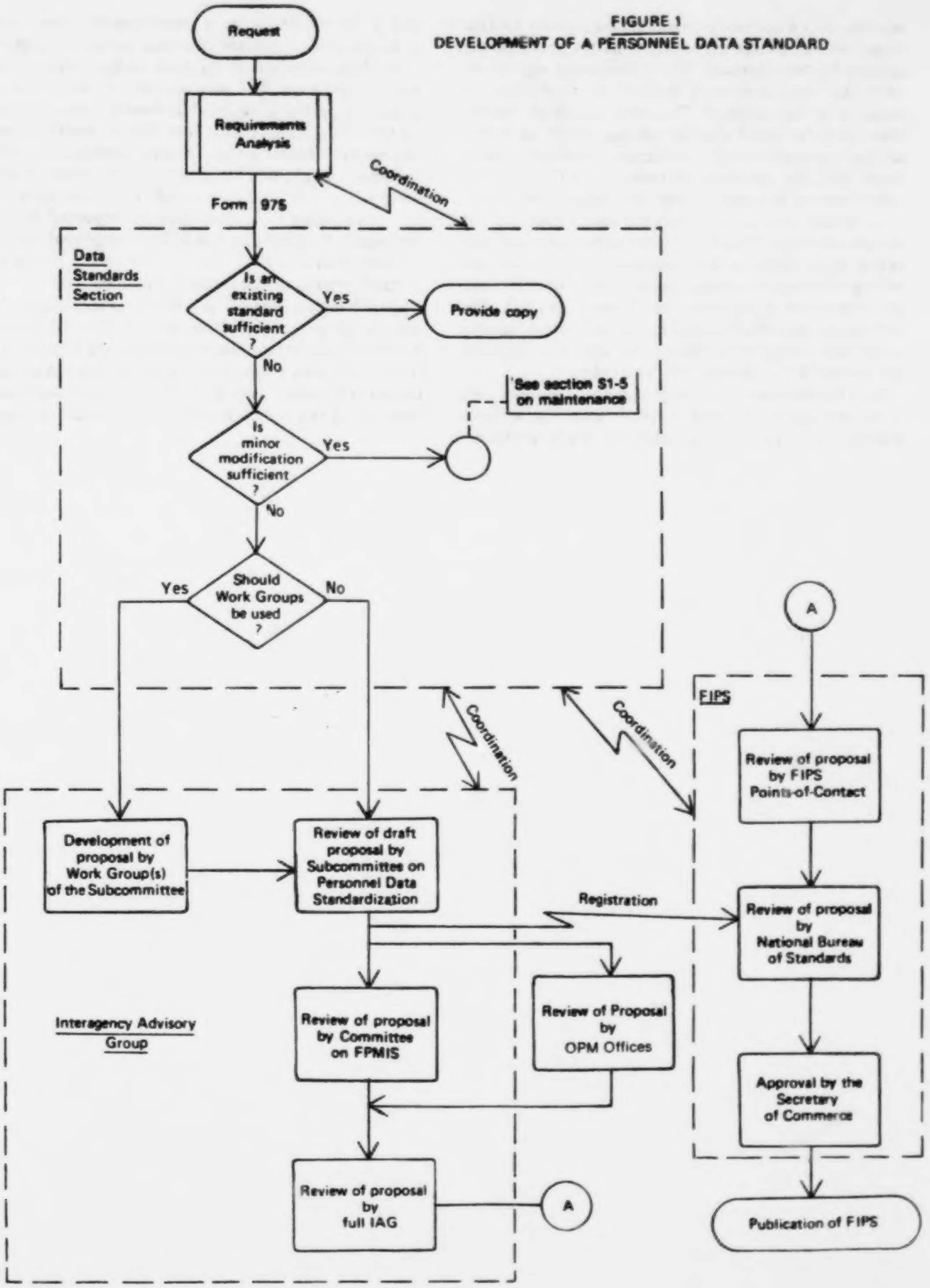
d. If use of a data standard represents a new or revised reporting requirement within the scope of OMB Circular A–40, the issuance (FPM Bulletin or FPM Letter) levying the reporting requirement (and therefore containing or referencing the data standard to be used) will be formally cleared.

e. If the use of a data standard does not represent a new reporting requirement within the scope of OMB Circular A–40, a different coordination process is employed. An example of such a change would be the issuance of a Federal General Standard for coding Federal agencies that differed from the one currently used in civilian personnel management information systems. The Data Standards Section guides the following process: The section first analyzes the new standard to determine the necessary changes and produces a draft FPM issuance mandating such changes. The draft FPM issuance is successively coordinated with the IAG Subcommittee on Personnel Data Standardization and the IAG Committee on FPMIS. Information regarding the lead time necessary to accommodate the changes and their cost effectiveness is specifically sought during these reviews. As the result of this process, the final FPM issuance is published, or an exception to the Federal General Standard is sought from the Secretary of Commerce.

S1–5. MAINTENANCE OF PERSONNEL DATA STANDARDS

a. The dynamic nature of many data standards (for example, occupation codes, agency codes, geopolitical entity codes) requires that the code lists be updated over time to insure maximum utility. Each data stand-

FIGURE 1
DEVELOPMENT OF A PERSONNEL DATA STANDARD


Request
Requirements Analysis
Coordination
Form 975
Data Standards Section
Is an existing standard sufficient ?
Yes
Provide copy
No
See section S1-5 on maintenance
Is minor modification sufficient ?
Yes
No
Should Work Groups be used ?
Yes
No
Coordination
Coordination
A
FIPS
Review of proposal by FIPS Points-of-Contact
Development of proposal by Work Group(s) of the Subcommittee
Review of draft proposal by Subcommittee on Personnel Data Standardization
Registration
Review of proposal by National Bureau of Standards
Interagency Advisory Group
Review of proposal by Committee on FPMIS
Review of Proposal by OPM Offices
Approval by the Secretary of Commerce
Review of proposal by full IAG
A
Publication of FIPS

ard specifies a particular organization (agency and bureau) which has agreed to serve as the maintenance agency for that standard. The maintenance agency notifies the Data Standards Section when changes are required in the standard. The Data Standards Section then publishes these changes in this supplement with an implementation date determined through consultation with the maintenance agency and the IAG Subcommittee on Personnel Data Standardization.

b. When new requirements for data standards can be satisfied by a minor (i.e., nonsubstantive) modification of an existing data standard, the modification will be processed as maintenance to the existing standard rather than as development of a new standard. The criteria for determining whether a modification is minor varies depending on the particular data standard and the nature of the change. For example:

(1) The addition of a new geographic location code for a previously uncoded place is normally a minor modification; however, the addition of a new citizenship code would not be a minor modification since it is likely that significant recoding would be required.

(2) The definition of the data element REPORTABLE HANDICAP, might be "any physical or emotional limitation or partial capacity that must be reported about an individual as a condition of his/her employment in the Federal Government." A minor modification of this definition would be changing ". . . of his/her employment . . ." to ". . . the individual's employment . . ."; changing ". . . that must be reported about an individual as a condition of his/her employment in the Federal Government", to ". . . reported by an individual" would *not* be a minor modification.

(3) Changing the title of a data element called "Social Security Account Number" to "Social Security Number" would be a minor modification. Changing the title of the data element to "Federal Employee Identification Number" would not be a minor modification because of the policy implications of such a change.

Subchapter S2. Format of Standards Published in This Supplement

S2-1. AVAILABILITY OF COBOL LABELS

[Reserved]

S2-2. EXAMPLE OF FORMAT

a. Figure 2 provides an example of personnel data standards as published in this supplement. The parts of the example are identified by numbers corresponding to the items as identified and discussed below:

(1) *Title of the representation set.* Every data standard title is unique within the information system to which it applies. That is, no two representation sets of this supplement will have the same title. These titles are printed in **CAPITAL LETTERS** and boldface type for easy reference.

(2) *Reference number of the representation set.* Every reference number published in this supplement is unique. Reference numbers are assigned to representation sets only. Reference numbers consist of three parts separated by dashes (e.g., **CPDF-RET-001**) as follows:

- (a) The first part consists of an acronym for a particular automated system (e.g., CPDF for the Central Personnel Data File).
- (b) The second part consists of three alphabetic characters. These three characters are always the first three letters of the first word of the official title of the standard.
- (c) The third part consists of three numeric characters assigned to differentiate reference numbers identical in the first two parts (e.g., a number of standards use CPDF-PAY as the first two parts of the reference number).

These reference numbers are printed in **CAPITAL LETTERS** and boldface type for easy reference.

(3) *Implementation date.* This date represents the point in time when a new standard is to be used for information interchange or when the changes in a revised standard must be made before information interchange. Taken together with the reference number, this date uniquely identifies any version of any representation set ever published in this supplement.

(4) *Definition of the representation set.* This explanation provides the basis for grouping together the data representations identified in item 7 below.

(5) *Maintenance agency for the representation set.* This indicates the particular organization (agency and bureau) which has agreed to serve as the maintenance agency for the representation set.

(6) *Block containing data elements associated with the representation set identified by the items (1) through (4) above.* Every representation set published in this supplement has at least one data element associated with it. The associated data element(s) utilize(s) the data representations specified by the representation set and has (have) related definitions. This block is of no fixed size, and may in fact cover several pages if enough data elements are associated with a given representation set.

- (a) *Title and definition of each data element.* Every data standard title is unique within the information system to which it applies. That is, no two data elements in any single book of this supplement will have the same title, nor will any data element and representation set in the same book have the same title.

①RETIREMENT SYSTEM, CIVILIAN ②CPDF–RET–001

③**Implementation Date:** March 1972.
④**Definition:** The legally established system providing retirement benefits for a civilian employee of the U.S. Government or the District of Columbia.
⑤**Maintenance Agency:** Office of Personnel Management, Compensation Group.

⑥*Associated Data Element(s)*

Title and Definition	*Size/ Class*
(6a)**Retirement Code**—Code for one of a specified set of legally established systems providing retirement benefits for a civilian employee of the U.S. Government.	1N (6b)

⑦*Data Representations*

Name	*Definition/Explanation*	*Code*
Civil Service Retirement System. (7a)		1 (7c)
Old Age, Survivors, and Disability Insurance System	Social security—under Federal Insurance Contributions Act (FICA). (7b)	2
Foreign Service		3
None		4
Others		5

Figure 2

⑧ **CPDF–RET–001**

These titles are printed in **boldface type** for easy reference.

(b) *Size and class of each data element*. The maximum number of characters in the data code and the class of the data code (alphabetic, numeric, or alphanumeric) are given. For example, 3N indicates a numeric data code with a maximum of three characters (A indicates alphabetic and A/N indicates alphanumeric).

(7) *Block containing the data representations forming a part of the representation set identified by items (1) through (4) above*. These data representations are also common to the data elements identified in item (6) above. This block is of no fixed size, and may in fact cover several pages.

(a) *Data name*. The term commonly used to denote the data.

(b) *Definition/explanation*. To clarify the data name a definition or explanation may be provided in this item.

(c) *Data code for the data named in (a), above*. In this column the symbol for zero is differentiated from the letter O by overprinting the symbol for zero with a virgule (/); thus the symbol for zero is printed 0, and the letter O is printed in the familiar manner (O). Codes for None, Nonapplicable, Unknown, Other, Not Required, Undetermined, and other essentially null conditions will be assigned only when such a representation is allowable (valid) in at least one of the applications utilizing that standard *and* a blank field is unacceptable.

NOTE. The listing of a data code in a standard *does not* indicate that it is an allowable (valid) representation in all applications utilizing one of the associated data elements. The listing of a data code indicates only that it is the standard coded representation for the named data. Edit criteria and specifications are listed with the system's record formatting and implementation instructions. These instructions are referenced in the appropriate book of this supplement for each system.

(8) *Quick reference*. The reference number of the representation set is printed in large, boldface type in the lower outside corner of each page containing a part of that representation set to allow ready reference to data standards.

Book III.

Central Personnel Data File (CPDF) Data Elements and Representations

Contents

SUBCHAPTER S1. Standards Used in Automated Interchange

SUBCHAPTER S2. Substitute Standards Used in Nonautomated Interchange

SUBCHAPTER S3. Keyword Index to Titles of CPDF Data Elements and Representation Sets

- S3—1. Coverage
- S3—2. Ordering of Entries
- S3—3. Title of the Standard
- S3—4. Title of the Associated Representation Set
- S3—5. Reference Number
  - *Part 1. Keyword Index to Standards Used in Automated Interchange*
  - *Part 2. Keyword Index to Standards Used in Nonautomated Interchange*

SUBCHAPTER S4. Other Publications Containing Representations Referenced in CPDF Standards

- S4—1. Introduction
- S4—2. List of Publications

For related information on—	*See—*
Utilization of CPDF data standards (i.e., record formats, preparation and submission of CPDF input, editing and correction procedures, etc.)	Chapter 298 Supplement 298–1
Processing personnel actions.	Chapter 296 Supplement 296–31

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Subchapter S1. Standards Used in Automated Interchange

S1-1. PREFACE

The Central Personnel Data File allows information interchange in both automated and nonautomated modes. In most instances the data standards are identical in both modes. Those few data standards that are different for nonautomated interchange are found in Subchapter S2, Substitute Standards Used in Nonautomated Interchange, of this book.

ACADEMIC CONCENTRATIONS CPDF-ACA-003

Implementation Date: April 1973.

Definition: The fields of study representing academic concentration at an institution for higher education (schooling beyond grade 12).

Maintenance Agency: ◆ U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division. ◆

Associated Data Element(s)

Title and Definition	*Size/ Class*
Academic discipline—A designation of the employee's field of study at an institution for higher education (schooling beyond grade 12).	4N

Data Representations

Name	*Definition/Explanation*	*Code*
	★★★★★★★★ The "general" category (e.g., 0101) should be used to designate education which combines two or more of the specialities in the field of study involved but is not primarily either. The "other, related" category (e.g., 0199) should be used only when the field of study involved is not contained in the following codes.	
	AGRICULTURE AND NATURAL RESOURCES	
Agriculture, general		0101
Agronomy	Field crops and crop management	0102
Soils science	Management and conservation	0103
Animal sicnece	Husbandry	0104
Dairy science	Husbandry	0105
Poultry science		0106
Fish, game, and wildlife management		0107
Horticulture	Fruit and vegetable production	0108
Ornamental horticulture	Floriculture, nursery science	0109
Agricultural and farm management		0110

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	AGRICULTURE AND NATURAL RESOURCES—Continued	
Agricultural economics		0111
Agricultural business		0112
Food science and technology		0113
Forestry		0114
Natural resources management		0115
Agriculture and forestry technologies.	Baccalaureate and higher programs	0116
Range management		0117
Other, related		0199
	ARCHITECTURE AND ENVIRONMENTAL DESIGN	
Environmental design, general		0201
Architecture		0202
Interior design		0203
Landscape architecture		0204
Urban architecture		0205
City, community, and regional planning.		0206
Other, related		0299
	AREA STUDIES	
Asian studies, general		0301
East Asian studies		0302
South Asian (India, etc.) studies.		0303
Southeast Asian studies		0304
African studies		0305
Islamic studies		0306
Russian and Slavic studies		0307
Latin American studies		0308
Middle Eastern studies		0309
European studies, general		0310
Eastern European studies		0311
West European studies		0312
American studies		0313
Pacific area studies		0314
Other, related		0399
	BIOLOGICAL SCIENCES	
Biology, general		0401
Botany, general		0402
Bacteriology		0403
Plant pathology		0404
Plant pharmacology		0405
Plant physiology		0406
Zoology, general		0407
Pathology, human and animal		0408
Pharmacology, human and animal		0409

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	BIOLOGICAL SCIENCES—Continued	
Physiology, human and animal.		0410
Microbiology		0411
Anatomy		0412
Histology		0413
Biochemistry		0414
Biophysics		0415
Molecular biology		0416
Cell biology	Cytology, cell physiology	0417
Marine biology		0418
Biometrics and biostatistics		0419
Ecology		0420
Entomology		0421
Genetics		0422
Radiobiology		0423
Nutrition, scientific	Excludes nutrition in home economics and dietetics	0424
Neurosciences		0425
Toxicology		0426
Embryology		0427
Wildlife biology		0498
Other, related		0499
	BUSINESS AND MANAGEMENT	
Business and commerce, general.		0501
Accounting		0502
Business statistics		0503
Banking and finance		0504
Investments and securities		0505
Business management and administration		0506
Operations research		0507
Hotel and restaurant management		0508
Marketing and purchasing		0509
Transportation and public utilities.		0510
Real estate		0511
Insurance		0512
International business		0513
Secretarial studies	Baccalaureate and higher programs	0514
Personnel management		0515
Labor and industrial relations		0516
Business economics		0517
Other, related		0599

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	COMMUNICATIONS	
Communications, general		0601
Journalism	Printed media	0602
Radio/television		0603
Advertising		0604
Communication media	Use of videotape, films, etc. oriented specifically toward radio/television.	0605
Other, related		0699
	COMPUTER AND INFORMATION SCIENCE	
Computer and information sciences, general.		0701
Information sciences and systems.		0702
Data processing		0703
Computer programming		0704
Systems analysis		0705
Other, related		0799
	EDUCATION	
Education, general		0801
Elementary education, general.		0802
Secondary education, general		0803
Junior high school education		0804
Higher education, general		0805
Junior and community college education		0806
Adult and continuing education.		0807
Special education, general		0808
Administration of special education		0809
Education of the mentally retarded		0810
Education of the gifted		0811
Education of the deaf		0812
Education of the culturally disadvantaged		0813
Education of the visually handicapped		0814
Speech correction		0815
Education of the emotionally disturbed		0816
Remedial education		0817
Special learning disabilities		0818
Education of the physically handicapped		0819
Education of the multiple handicapped		0820

CPDF-ACA-003

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	EDUCATION—Continued	
Social foundations	History and philosophy	0821
Educational psychology	Includes learning theory	0822
Pre-elementary education	Kindergarten	0823
Educational statistics and research.		0824
Educational testing, evaluation and measurement.		0825
Student personnel	Counseling and guidance	0826
Educational administration		0827
Educational supervision		0828
Curriculum and instruction		0829
Reading education	Methodology and theory	0830
Art education	Methodology and theory	0831
Music education	Methodology and theory	0832
Mathematics education	Methodology and theory	0833
Science education	Methodology and theory	0834
Physical education		0835
Driver and safety education		0836
Health education	Includes family life education	0837
Business, commerce, and distributive education.		0838
Industrial arts, vocational and technical education.		0839
Guidance counseling		0897
Vocational counseling		0898
Other, related		0899
	ENGINEERING	
Engineering, general		0901
Aerospace, aeronautical and astronautical engineering.		0902
Agricultural engineering		0903
Architectural engineering		0904
Bioengineering and biomedical engineering.		0905
Chemical engineering	Includes petroleum refining	0906
Petroleum engineering	Excludes petroleum refining	0907
Civil, construction, and transportation engineering.		0908
Electrical, electronics and communications engineering.		0909
Mechanical engineering		0910
Geological engineering		0911
Geophysical engineering		0912
Industrial and management engineering.		0913
Metallurgical engineering		0914
Materials engineering		0915
Ceramic engineering		0916

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	ENGINEERING—Continued	
Textile engineering		0917
Mining and mineral engineering.		0918
Engineering physics		0919
Nuclear engineering		0920
Engineering mechanics		0921
Environmental and sanitary engineering.		0922
Naval architecture and marine engineering.		0923
Ocean engineering		0924
Engineering technologies	Baccalaureate and higher programs	0925
Other, related		0999
	FINE AND APPLIED ARTS	
Fine arts, general		1001
Art	Painting, drawing, sculpture	1002
Art history and appreciation		1003
Music	Performing, composition, theory	1004
Music	Liberal arts program	1005
Music history and appreciation.	Musicology	1006
Dramatic arts		1007
Dance		1008
Applied design	Ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art.	1009
Cinematography		1010
Photography		1011
Other, related		1099
	FOREIGN LANGUAGES	
Foreign languages	Includes concentration on more than one foreign language without major emphasis on one language.	1101
French		1102
German		1103
Italian		1104
Spanish		1105
Russian		1106
Chinese		1107
Japanese		1108
Latin		1109
Greek, classical		1110
Hebrew		1111
Arabic		1112
Indian	Asiatic	1113
Scandinavian languages		1114
Slavic languages	Other than Russian	1115
African languages	Non-Semitic	1116
Other, related		1199

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	HEALTH PROFESSIONS	
Health professions, general		1201
Hospital and health care administration.		1202
Nursing	Baccalaureate and higher programs	1203
Dentistry, D.D.S. or D.M.D. degree.		1204
Dental specialties	Work beyond first professional degree, D.D.S. or D.M.D.	1205
Medicine, M.D. degree		1206
Medical specialties	Work beyond first professional degree, M.D.	1207
Occupational therapy		1208
Optometry		1209
Osteopathic medicine, D.O. degree.		1210
Pharmacy		1211
Physical therapy		1212
Dental hygiene	Baccalaureate and higher programs	1213
Public health		1214
Medical record librarianship		1215
Podiatry	Pod. D. or D.P. or podiatric medicine (D.P.M.)	1216
Biomedical communication		1217
Veterinary medicine	D.V.M. degree	1218
Veterinary medicine specialties	Work beyond first professional degree, D.V.M	1219
Speech pathology and audiology.		1220
Chiropractic		1221
Clinical social work	Medical and psychiatric and specialized rehabilitation services	1222
Medical laboratory technologies.	Baccalaureate and higher programs	1223
Dental technologies	Baccalaureate and higher programs	1224
Radiologic technologies	Baccalaureate and higher programs	1225
Other, related		1299
	HOME ECONOMICS	
Home economics, general		1301
Home decoration and home equipment.		1302
Clothing and textiles		1303
Consumer economics and home management.		1304
Family relations and child development.		1305
Foods and nutrition	Includes dietetics	1306
Institutional management and cafeteria management.		1307
Other, related		1399
	LAW	
Law, general		1401
Other, related		1499

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	LETTERS	
English, general		1501
Literature, English		1502
Comparative literature		1503
Classics		1504
Linguistics	Includes phonetics, semantics, and philology	1505
Speech, debate, and forensic science.	Rhetoric and public address	1506
Creative writing		1507
Teaching of English as a foreign language.		1508
Philosophy		1509
Religious studies	Excludes theological professions	1510
Other, related		1599
	LIBRARY SCIENCE	
Library science, general		1601
Other, related		1699
	MATHEMATICS	
Mathematics, general		1701
Statistics, mathematical and theoretical.		1702
Applied mathematics		1703
Actuarial science		1797
Other, related		1799
	MILITARY SCIENCE	
Military science	Army	1801
Naval science	Navy, Marines	1802
Aerospace science	Air Force	1803
Other, related		1899
	PHYSICAL SCIENCES	
Physical sciences, general		1901
Physics, general	Excludes biophysics	1902
Molecular physics		1903
Nuclear physics		1904
Chemistry, general	Excludes biochemistry	1905
Inorganic chemistry		1906
Organic chemistry		1907
Physical chemistry		1908
Analytical chemistry		1909
Pharmaceutical chemistry		1910
Astronomy		1911
Astrophysics		1912
Atmospheric sciences and meteorology.		1913
Geology		1914

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***Data Representations*—Continued**

Name	Definition/Explanation	Code
	PHYSICAL SCIENCES—Continued	
Geochemistry		1915
Geophysics and seismology		1916
Earth sciences, general		1917
Paleontology		1918
Oceanography		1919
Metallurgy		1920
Other, related		1999
	PSYCHOLOGY	
Psychology, general		2001
Experimental psychology	Animal and human	2002
Clinical psychology		2003
Psychology for counseling		2004
Social psychology		2005
Psychometrics		2006
Statistics in psychology		2007
Industrial psychology		2008
Developmental psychology		2009
Psysiological psychology		2010
Other, related		2099
	PUBLIC AFFAIRS AND SERVICES	
Community services, general		2101
Public administration		2102
Parks and recreation management.		2103
Social work and helping services.	Other than clinical social work	2104
Law enforcement and corrections.	Baccalaureate and higher programs	2105
International public service	Other than diplomatic service	2106
Recreation		2198
Other, related		2199
	SOCIAL SCIENCES	
Social sciences, general		2201
Anthropology		2202
Archaeology		2203
Economics		2204
History		2205
Geography		2206
Political science and government.		2207
Sociology		2208
Criminology		2209
International relations		2210
Afro-American (black culture) studies.		2211

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	SOCIAL SCIENCES—Continued	
American Indian cultural studies.		2212
Mexican-American cultural studies.		2213
Urban studies		2214
Demography		2215
Other, related		2299
	THEOLOGY	
Theological professions, general.		2301
Religious music		2302
Biblical languages		2303
Religious education		2304
Other, related		2399
	INTERDISCIPLINARY STUDIES	
General liberal arts and sciences.		4901
Biological and physical sciences.		4902
Humanities and social sciences		4903
Engineering and other disciplines.		4904
Other, related		4999

CPDF-ACA-003

CALENDAR DATE CPDF-CAL-003

Implementation Date: March 1972.
Definition: A numerical code of six consecutive positions that represent (from left to right, in high to low order sequence), the year, the month, and the day, as identified by the Gregorian Calendar.
Maintenance Agency: Department of Commerce, National Bureau of Standards, Institute for Computer Sciences and Technology.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Date of birth—The date of birth of the employee	6N
Service computation date (leave)—The employee's service computation date established for leave accrual rate.	6N
Effective date of personnel action—The date the personnel action (identified by the particular nature of personnel action code) concerning the employee is effective.	6N
Course completion date—The ending date of a training course or program	6N

Data Representations

Name	*Definition/Explanation*	*Code*
	The specifications for the six positions of the code are found in the current version of FIPS PUB 4, CALENDAR DATE dated November 1, 1968. Note that the code must be input in Year, Month, Day sequence.	

CPDF-CAL-003

CITIZENSHIP STATUS, UNITED STATES

CPDF–CIT–001

Implementation Date: March 1972.

Definition: Indicates United States citizenship status.

◆ **Maintenance Agency:** U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division. ◆

Associated Data Element(s)

Title and Definition	*Size/ Class*
Citizenship code—Indicates whether the employee is a U.S. citizen or a foreign national serving on U.S. territory.	1N

Data Representations

Name	*Definition/Explanation*	*Code*
U.S. citizen	Employee is a United States citizen by birth or naturalization	1
Foreign national serving on U.S. territory.	"U.S. territory" here refers to the 50 States of the United States, the District of Columbia, or an area listed in FPM chapter 591, appendix A.	8

CPDF–CIT–001

DOLLARS, AMOUNT OF CPDF–DOL–001

◆ **Implementation Date:** October 1980. ◆

Definition: The monetary value placed on an item expressed in terms of the amount of dollars or amount of dollars and cents.

◆ **Maintenance Agency:** U.S. Office of Personnel Management, Workforce Effectiveness and Development Group. ◆

Associated Data Element(s)

Title and Definition	*Size/ Class*
◆ **Cash award**—The monetary award, rounded to the nearest dollar, granted for performance related accomplishments to employees under the Merit Pay System, which does not alter the employee's basic rate of pay. (This does not include awards for suggestions, inventions, special acts, or services.) ◆	◆5N◆
Direct costs training—The estimated total dollar amount, rounded to the nearest dollar, expended for each completed instance of training. In the case of training provided by the agency internally, this includes the cost of books, supplies, and materials, directly associated with the instance of training. If training is acquired from external sources, this includes the dollar amounts paid for tuition, laboratory or library fees, books, and other materials or supplies for each completed instance of training.	4N
Indirect costs training—The estimated dollar amount, rounded to the nearest dollar, paid by the Federal Government for transportation, lodging, and subsistence for a completed period of training.	4N
Salary—The amount of money expressed in dollars or dollars and cents, paid to an employee. This reflects basic salary only, and does not include night or other differentials. Dollars and cents (two decimal places, decimal point assumed) are entered for all but annual, monthly, and biweekly rates. For these three rates, enter dollar amounts only (rounded to the nearest dollar).	5N

Data Representations

Name	*Definition/Explanation*	*Code*
Literal	The number of dollars or dollars and cents is the code. All positions in the field are to be filled—right justify all amounts, and zero-fill any leftmost positions containing no data.	

EDUCATION LEVELS

CPDF-EDU-003

Implementation Date: April 1973.

Definition: The differing levels of educational attainment based on years of schooling and/or academic degrees conferred.

Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Academic education level—The extent of the employee's educational attainments	2N

Data Representations

Name	*Definition/Explanation*	*Code*
Not applicable	....	00
Some elementary school—did not complete.	Elementary school means grades 1 through 8 or equivalents not completed.	01
Elementary school completed—no high school.	Grade 8 or equivalent completed	02
Some high school—did not graduate.	High school means grades 9 through 12 or equivalents	03
High school graduate or certificate of equivalency.	....	04
Terminal occupational program—did not complete.	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.	05
Terminal occupational program—certificate of completion, diploma or equivalent.	See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semiprofessional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftman/clerical level training artisans, skilled operators, and clerical workers.	06
Some college—less than one year.	Less than 30 semester hours or 45 quarter hours completed	07
One year college	30–59 semester hours or 45–89 quarter hours completed	08

CPDF-EDU-003

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Two years college	60–89 semester hours or 90–134 quarter hours completed	09
Associate degree	2-year college degree program completed	10
Three years college	90–119 semester hours or 135–179 quarter hours completed	11
Four years college	120 or more semester hours or 180 or more quarter hours completed—no baccalaureate (bachelor's) degree.	12
Bachelor's degree	Requires completion of at least four but no more than five years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.	13
Post-Bachelor's	Some work beyond (at a higher level than) the bachelor's degree but no additional higher degree.	14
First professional	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).	15
Post-first professional	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.	16
Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.	17
Post-master's	Some work beyond (at a higher level than) the Master's degree but no additional higher degree.	18
Sixth-year degree	I.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.	19
Post-sixth year	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.	20
Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.	21
Post-doctorate	Work beyond the doctorate	22

CPDF–EDU–003

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS CPDF–FED–001

Implementation Date: April 1981.
Definition: Indicates coverage or noncoverage under the Federal Employees' Group Life Insurance Program.
Maintenance Agency: Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Federal Employees' Group Life Insurance—Indicates the employee's coverage or noncoverage under the Federal Employee's Group Life Insurance Program.	1A

Data Representations

Name	*Definition/Explanation*	*Code*
◆ Ineligible for life insurance coverage	An employee excluded from coverage by law or regulation, or who has become ineligible for further continuation of his/her insurance without cost while in a nonpay status (when used in latter manner, code A must be coupled with date nonpay status commenced).	A
Waived all life insurance	An employee has waived his/her right to all coverage under the Federal Employees' Group Life Insurance Program.	B
Basic Life only	....	C
Basic Life plus Standard Option	....	D
Basic Life plus Family Option	....	E
Basic Life plus Standard Option and Family Option	....	F
Basic Life plus Additional Option with 1 times pay	....	G
Basic Life plus Additional Option with 1 times pay and Standard Option	....	H
Basic Life plus Additional Option with 1 times pay and Family Option	....	I
Basic Life plus Additional Option with 1 times pay and Standard Option and Family Option	....	J
Basic Life plus Additional Option with 2 times pay	....	K

Data Representations

Name	*Definition/Explanation*	*Code*
Basic Life plus Additional Option with 2 times pay and Standard Option		L
Basic Life plus Additional Option with 2 times pay and Family Option		M
Basic Life plus Additional Option with 2 times pay and Standard Option and Family Option		N
Basic Life plus Additional Option with 3 times pay		O
Basic Life plus Additional Option with 3 times pay and Standard Option		P
Basic Life plus Additional Option with 3 times pay and Family Option		Q
Basic Life plus Additional Option with 3 times pay and Standard Option and Family Option		R
Basic Life plus Additional Option with 4 times pay		S
Basic Life plus Additional Option with 4 times pay and Standard Option		T
Basic Life plus Additional Option with 4 times pay and Family Option		U
Basic Life plus Additional Option with 4 times pay and Standard Option and Family Option		V
Basic Life plus Additional Option with 5 times pay		W
Basic Life plus Additional Option with 5 times pay and Standard Option		X
Basic Life plus Additional Option with 5 times pay and Family Option		Y
Basic Life plus Additional Option with 5 times pay and Standard Option and Family Option		Z ◆

GEOGRAPHICAL LOCATION

CPDF–GEO–007

Implementation Date: March 1972.
Definition: A data chain comprising the data elements State or Foreign Country, City and County. This standard is in compliance with the current versions of the Federal General Standards for Countries, Dependencies and Areas of Special Sovereign (FIPS PUB 10–2), States and Outlying Areas of the United States (FIPS PUB 5–1) and Counties and County Equivalents of the States of the United States (FIPS PUB 6–2).
Maintenance Agency: General Services Administration, Office of Finance.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Location code—The code assigned to the geographical location of an employee's official duty station.	9A/N

Data Representations

Name	*Definition/Explanation*	*Code*
The name of the representation is the place name of the geographical location.	The codes for the representation are found in the General Services Administration publication *Worldwide Geographic Location Codes*, dated November 1976, as amended by FPM Bulletin 290–20, dated May 4, 1979 ◆ and FPM Bulletin 290–21, dated April 18, 1980. ◆	

CPDF–GEO–007

GRADE OR LEVEL **CPDF-GRA-007**

Implementation Date: March 1972.
Definition: A rating in a graduated scale of Federal civilian employee rank that is established and designated within a specified pay plan by law or regulation.
Maintenance Agency: Office of Personnel Management, Compensation Group

Associated Data Element(s)

Title and Definition	*Size/ Class*
Pay grade—The specific level or grade (including Foreign Service System Class) of an employee in a civilian position in the United States Government or the government of the District of Columbia.	2A/N

Data Representations

Name	*Definition/Explanation*	*Code*
Not applicable	....	00
Career ambassador	For use by State Department, ACTION, and International Communication Agency only.	CA
Chief of mission	For use by State Department, ACTION, and International Communication Agency only.	CM
Noncareer....................	For use by State Department, ACTION, and International Communication Agency only.	NC
The names of the other representations are the cardinal forms of the grade, spelled out, coupled with the name of the pay plan. For example, Grade 5—General Schedule; Class 5—Foreign Service Officer; Level V—Executive Schedule; Grade 5—Wage Grade.	The cardinal forms of the numerals of the grades (within the specific pay plan) are the codes. All these codes are to be 2-digit numeric; therefore, single numerals are to be preceded by a filler zero to complete the 2-digit field.	XX

CPDF-GRA-007

HOURS, NUMBER OF

CPDF-HOU-008

Implementation Date: April 1973.
Definition: A period of time expressed in quantity of hours.
Maintenance Agency: Office of Personnel Management, Staffing Services Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
On-duty hours of training—Indicates the duration in duty-time hours (i.e., in work status) of each period of training completed by the employee. An instance of training is any planned course of instruction of eight hours or more. The training may be conducted in a classroom, at the worksite, in learning centers, or through correspondence courses.	4N
Nonduty hours of training—Indicates the duration in off-duty hours (i.e., in nonwork status) of each instance of training completed by the employee. An instance of training is any planned course of instruction of eight hours or more. The training may be conducted in a classroom setting, at the worksite, in learning centers, or through correspondence courses.	4N

Data Representations

Name	*Definition/Explanation*	*Code*
	The total numbers of hours is the code. There will be no blank positions—right justify all entries, and zero-fill any leftmost positions remaining to complete the field.	XXXX

CPDF-HOU-008

JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS

CPDF-JOB-005

Implementation Date: March 1972.
Definition: The grouping of the kinds of work activities of Federal professional employees engaged in the physical, biological, mathematical, social and health sciences and in engineering into broad job functions.
Maintenance Agency: Office of Personnel Management, Staffing Services Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Functional classification of scientists and engineers—The employee's primary job function as a scientist or engineer. (See exhibit 1 to table 3, book V, FPM SUPPLEMENT 296-31, to determine the occupational series to which a functional classification must be applied).	2N

Data Representations

Name	*Definition/Explanation*	*Code*
	See *Handbook of Position Classification Standards*, General Introduction, Section VI, for full definitions and explanations of the categories.	
Not applicable	Employee is not in one of the occupational series to which the functional classifications must be applied.	00
Research		11
Research contract and grant Administration.		12
Development		13
Test and evaluation		14
Design		21
Construction		22
Production		23
Installation, operations and maintenance.		24
Data collection, processing and analysis.		31
Scientific and technical information.		32
Standards and specifications		41
Regulatory enforcement and licensing.		42
Natural resource operations		51

CPDF-JOB-005

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Clinical practice, counseling and ancillary medical services.	....	81
Planning	....	91
Management	....	92
Teaching and training	....	93
Technical assistance and consulting.	....	94
Other—Not elsewhere classified.	Employee is in one of the occupational series to which the functional classifications must be applied, but the kind of work activity is not included under any of the other categories.	99

CPDF-JOB-005

MEDICAL DISABILITIES CPDF-MED-001

Implementation Date: April 1977.
Definition: The physical or mental disabilities, or history of such disabilities, which are likely to cause individuals to experience difficulty in obtaining, maintaining, or advancing in employment.
Maintenance Agency: Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Reportable handicap—A physical or mental disability, or a history of such a disability, which is likely to cause the employee to experience difficulty in obtaining, maintaining, or advancing in employment. This does not apply solely to an employee's current position, but applies to the total career life cycle of an individual. (In the case of multiple disabilities, choose the code which describes the impairment that would most likely result in such difficulties.)	2N

Data Representations

Name	*Definition/Explanation*	*Code*
Handicap not identified	Individual does not wish to have handicap status officially recorded outside his/her medical records or the individual, in the agency's judgment, has misidentified himself/herself.	01
No Handicap	No handicap of the types listed in the codes below	04
Speech Impairments		
Severe speech malfunction or inability to speak, but has normal hearing.	Examples: defects of articulation (unclear speech sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice-box").	13
Hearing Impairments		
Hard-of-Hearing	Total deafness in one ear or inability to hear ordinary conversation, correctable by a hearing aid.	15
Total deafness in both ears, with understandable speech.	....	16
Total deafness in both ears, and unable to speak clearly.	....	17
Vision Impairments		
Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision.	Restriction of the visual field to the extent that mobility is affected—"Tunnel vision".	22
Inability to read ordinary size print, not correctable by glasses.	Can read oversized print or uses assisting devices such as glass or projector modifier.	23
Blind in one eye	....	24
Blind in both eyes...........	No usable vision, but may have light perception	25

CPDF-MED-001

Data Representations—Continued

Name	Definition/Explanation	Code
Absence of Extremities, missing		
one hand		27
one arm		28
one foot		29
one leg		32
both hands or arms		33
both feet or legs		34
one hand or arm *and* one foot or leg.		35
one hand or arm *and* both feet or legs.		36
both hands or arms *and* one foot or leg.		37
both hands or arms *and* both feet or legs.		38
Nonparalytic Orthopedic Impairments Chronic pain, stiffness or weakness—	Because of chronic pain, stiffness or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.	
one or both hands		44
one or both feet		45
one or both arms		46
one or both legs		47
hip or pelvis		48
back		49
any combination of two or more parts of the body.		57
Partial Paralysis	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk. (This definition applies to the next eight (8) handicaps listed.)	
one hand		61
one arm, any part		62
one leg, any part		63
both hands		64
both legs, any part		65
both arms, any part		66
one side of body, including one arm and one leg.		67
three or more major parts of the body.		68
Complete Paralysis	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a *complete* loss of ability to move or use a part of the body, including arms, legs and/or trunk. (This definition applies to the next nine (9) handicaps listed.)	
one hand		70
both hands		71
one arm		72

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Complete Paralysis—Continued		
both arms		73
one leg		74
both legs		75
lower half of body involving legs.		76
one side of body, including one arm and one leg.		77
three or more major members of the body (arms, legs)		78
Other Impairments		
Heart disease—with no limitation or restriction of activity.	A history of heart problems with complete recovery	80
Heart disease—with limitation or restriction of activity.		81
Convulsive disorders	Example: epilepsy	82
Blood diseases	Examples: sickle cell disease, leukemia, hemophilia, etc	83
Diabetes—under control	With no limitation or restriction of activity	84
Diabetes—with limitation or restriction of activity.	Limitation of activity due to complications such as retinitis, neuritis, etc.	85
Pulmonary or respiratory disorders.	Examples: tuberculosis, emphysema, asthma, etc	86
Kidney dysfunctioning	Example: if dialysis (use of an artificial kidney machine) is required, etc.	87
Cancer—complete recovery	A history of cancer with complete recovery	88
Cancer	Undergoing surgical and/or medical treatment	89
Mental retardation	A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment. As certified by State Vocational Rehabilitation Agency under section 213.3102(t) of Schedule A.	90
Mental or emotional illness	A history of treatment for mental or emotional problems	91
Severe distortion of limbs and/or spine.	Examples: dwarfism, kyphosis (severe distortion of back), etc	92
Disfigurement of face, hands, or feet.	Examples: distortion of features on skin, such as those caused by burns, gunshot, injuries, and birth defects (gross facial birth marks, club feet, etc).	93

CPDF–MED–001

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NAME, PERSONAL

CPDF-NAM-042

Implementation Date: March 1972.
Definition: The name by which a person is known or designated on all official transactions.
♦ **Maintenance Agency:** U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division. ♦

Associated Data Elements(s)

Title and Definition	*Size/ Class*
Employee name—The name by which the employee is known or designated on all official transactions.	23A

Data Representations

Name	*Definition/Explanation*	*Code*
	This is a literal entry, up to a maximum of 23 characters. Enter last name, space, first name, space, middle name (or middle initial) until field is exhausted; or use any other format now used by an automated submitting office in its present system. Left justify and blank fill unused portion of the field.	

CPDF-NAM-042

NATURE OF PERSONNEL ACTION CPDF-NAT-009

Implementation Date: January 1976.
Definition: The specific personnel management action used to initiate, change, or terminate a condition of employment or to create or change a personnel record.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Nature of action—The specific personnel management action used to create or change employee's personnel records, to initiate, change or terminate a condition of employee's employment, or to process certain submission and correction records within the CPDF.	3N

Data Representations

Name	*Definition/Explanation*	*Code*
	PSEUDO NATURE OF ACTION CODES FOR CPDF USE ONLY	
Recreation or resubmission of a CPDF record.	Use with complete L and M records. For use only when the original nature of action code is not available.	005
Correction of current CPDF file.	Correction or amendment to data submitted in L or M or 6 or 7 record, for which the original nature of action code is 005 or is no longer available. Show the effective date of the action being corrected, if possible, or a subsequent date. Use with L and M or 6 and 7 record formats.	007
Recreation of a cancelled separation action.	Report separation code in an A record and 008 code in complete L and M records, for nature of action.	008
Deletion from the file	Use when original separation nature of action code is no longer available. Use with L or M record formats.	010
Change in minority group designator.	Use with L or 6 record format	012
Change in reportable handicap.	Use with L or 6 record format	013
	ACCESSIONS AND RETURNS FROM NONPAY STATUS EXCEEDING 30 CALENDAR DAYS.	
Career appointment	From CS register, under CS recruiting authority for direct hire, or under 5 U.S.C. 3325 or a similar law.	100
Career executive assignment ...	With career tenure from CS election roster	100
Career-conditional appointment.	From CS register or under CS recruiting authority for direct hire	101
Career executive assignment ...	With career-conditional tenure from CS selection roster	101
Emergency-indefinite appointment.	....	107
Term appointment not-to-exceed (date).	....	108
Temporary appointment (as acting postmaster).	U.S. Postal Service use only	109

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	ACCESSIONS AND RETURNS FROM NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Temporary appointment not-to-exceed (date).	From civil service register or under CS recruiting authority for direct hire.	110
Temporary appointment (from register to job outside the substitute quota).	U.S. Postal Service use only	111
Temporary appointment—pending establishment of a register.		112
Temporary appointment not-to-exceed (date).	Outside civil service register, under 700 hour appointing authority, special need appointment of a college faculty member, or NTE 1 year to a Federal Wage System position.	113
Temporary appointment not-to-exceed (date).	Based on reinstatement eligibility or prior service as authorized under regulation 316.402(b), by retention in a noncontinuing position taken over by the Federal Government from public or private enterprise or under 5 U.S.C. 3325 or a similar law.	115
Temporary appointment	Based on reinstatement eligibility to job outside the substitute quota—U.S. Postal Service use only.	116
Temporary appointment not-to-exceed (date).	Based on the summer employment examination, or on previous summer employment in the same agency, for summer employment.	117
Temporary appointment not-to-exceed (date).	From outside the summer roster, for summer employment	118
Temporary appointment not-to-exceed (date).	By noncompetitive appointment based on prior service other than summer employment, for summer employment.	119
Overseas limited appointment	Of indefinite duration	120
Overseas limited appointment not-to-exceed (date).		121
Appointment—special tenure		122
Overseas limited term appointment not-to-exceed (date).		124
Limited executive assignment—indefinite.		128
Transfer—career	Of a career employee from another Federal agency	130
Career appointment	Movement without break in service from another Federal agency under a special authority.	130
Career executive assignment—transfer.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Career executive assignment from Nuclear Regulatory Commission.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Career executive assignment from Tennessee Valley Authority.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Career executive assignment—from legislative branch.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Career executive assignment—from judicial branch.	Used when the employee is to serve under the career executive assignment with career tenure.	130

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	ACCESSIONS AND RETURNS FROM NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Career executive assignment—from Foreign Service.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Career executive assignment—from White House.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Career executive assignment—from Canal Zone merit system.	Used when the employee is to serve under the career executive assignment with career tenure.	130
Transfer—career conditional ...	Of a career-conditional employee from another Federal agency ..	131
Career conditional appointment.	Under a special authority without a break in service from another Federal agency.	131
Career executive assignment—Transfer.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	131
Career executive assignment—from Nuclear Regulatory Commission.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	131
Career executive assignment—from Tennessee Valley Authority.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	131
Career executive assignment—from Foreign Service.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	131
Career executive assignment—from White House.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	131
Career executive assignment—from Canal Zone merit system.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	131
Mass transfer	....	132
Reinstatement—career	Authorized under regulation 315.401	140
Career appointment	Authorized under a special authority after a break in service	140
Career executive assignment ...	Based on reinstatement eligibility or on former incumbency of a position brought into the competitive service; used when the employee is to serve under the career executive assignment with career tenure.	140
Career executive assignment—from legislative branch.	Used when the employee is to serve under the career executive assignment with career tenure.	140
Career executive assignment—from judicial branch.	Used when the employee is to serve under the career executive assignment with career tenure.	140
Career executive assignment—from Foreign Service.	Used when the employee is to serve under the career executive assignment with career tenure.	140
Career executive assignment—from Canal Zone merit system.	Used when the employee is to serve under the career executive assignment with career tenure.	140
Reinstatement—career-conditional.	Authorized under regulation 315.401	141
Career-conditional appointment.	Authorized under a special authority after a break in service	141

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	ACCESSIONS AND RETURNS FROM NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Career executive assignment	Based on reinstatement eligibility or on former incumbency of a position brought into the competitive service; used when the employee is to serve under the career executive assignment with career-conditional tenure.	141
Career executive assignment—from Foreign Service.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	141
Career executive assignment—from Canal Zone merit system.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	141
Career executive assignment—from Peace Corps.	As authorized under regulation 315.605; used when the employee is to serve under the career executive assignment with career-conditional tenure.	141
SES career appointment	Competitive appointment	142
Reinstatement—SES career	Based on service under a previous SES career appointment when action is not covered by code 144.	143
Reinstatement—SES career	After serving under a Presidential appointment which followed an SES career appointment.	144
Transfer—SES career		145
SES noncareer appointment		146
Transfer—SES noncareer		147
SES limited term appointment not-to-exceed (date).	Nonrenewable appointment for a term of three years or less	148
SES limited emergency appointment not-to-exceed (date).	Nonrenewable appointment not-to-exceed 18 months to meet a bona fide, unanticipated, urgent need.	149
Reemployment—military		160
Career executive assignment—reemployment—military.		160
Limited executive assignment—reemployment—military.		160
Noncareer executive assignment—reemployment—military.		160
Canal Zone reemployment—military.		160
Reemployment	Upon exercise of reemployment rights other than military	161
Career executive assignment—reemployment.		161
Limited career executive assignment—reemployment.		161
Noncareer executive assignment—reemployment.		161
Canal Zone reemployment		161
Excepted appointment	Without condition or limitation	170
Noncareer executive assignment.		170
Canal Zone career appointment.		170
Canal Zone transfer—career		170

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	ACCESSIONS AND RETURNS FROM NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Canal Zone reappointment—career.		170
Excepted appointment not-to-exceed (date).		171
Canal Zone term appointment not-to-exceed (date).		171
Canal Zone temporary appointment not-to-exceed (date).		171
Excepted appointment—indefinite.		172
Canal Zone temporary appointment—pending establishment of a register.		172
Noncareer executive assignment—indefinite.		172
Excepted appointment—conditional.		173
Canal Zone career-conditional appointment.		173
Canal Zone transfer—career-conditional.		173
Canal Zone reappointment—career-conditional.		173
Veterans readjustment appointment.		176
Excepted appointment—excluded from the Canal Zone merit system without time limit.		177
Excepted appointment—excluded from the Canal Zone merit system NTE (date).		178
Excepted appointment—PMIP.	Appointment as intern not to exceed two years under the Presidential Management Intern Program.	179
Return to duty—military		181
Accession	U.S. Postal Service use only	190
Accession	U.S. Postal Service use only	191
Accession	U.S. Postal Service use only	192
Accession	U.S. Postal Service use only	193
Accession	U.S. Postal Service use only	194
Accession	U.S. Postal Service use only	195
Accession	U.S. Postal Service use only	196
Accession	U.S. Postal Service use only	197
Accession	U.S. Postal Service use only	198
Accession	U.S. Postal Service use only	199
Accession	U.S. Postal Service use only	200

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Data Representations—Continued

Name	Definition/Explanation	Code
	ACCESSIONS AND RETURNS FROM NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Accession	U.S. Postal Service use only	201
Accession	U.S. Postal Service use only	202
Accession	U.S. Postal Service use only	203
Accession	U.S. Postal Service use only	204
Accession	U.S. Postal Service use only	205
Accession	U.S. Postal Service use only	206
Accession	U.S. Postal Service use only	207
Accession	U.S. Postal Service use only	208
Accession	U.S. Postal Service use only	209
Accession	U.S. Postal Service use only	210
Accession	U.S. Postal Service use only	211
Accession	U.S. Postal Service use only	212
Accession	U.S. Postal Service use only	213
Temporary appointment—one month.		214
Return to duty—RIF		280
Return to duty	From suspension or leave without pay that was scheduled to exceed 30 calendar days. ★★	292
Return to duty	From leave without pay scheduled for 30 days or less	293
Return to duty	Return to duty from LWOP while on an assignment with State or local government under the Intergovernmental Personnel Act (IPA).	295
	SEPARATIONS AND PLACEMENTS IN NONPAY STATUS EXCEEDING 30 CALENDAR DAYS	
Retirement—mandatory		300
Retirement—disability		301
Retirement—voluntary		302
Retirement— ★		302
Retirement—voluntary	Major RIF	304
Retirement—voluntary	Major reorganization	305
Retirement—voluntary	Transfer of function	306
Retirement—voluntary	Special Authority	307
Resignation	In lieu of position change for failure during the supervisory or managerial probationary period, or in lieu of removal or placement out of SES during the probationary period of an SES career appointee.	309
Resignation	In lieu of adverse action	310
Resignation—appointment in (agency).	If appointed other than by transfer in a different agency without break in service of a workday.	311
Resignation—military		313
Resignation—military no return from furlough.		313
Resignation—declined relocation (city and State).	When employee declines to accompany his/her activity upon a transfer of functions.	314
Resignation—declined assignment (city and State).	When employee declines a new assignment in his/her agency	315
Resignation—RIF		316
Resignation	All other not covered above	317

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	SEPARATIONS AND PLACEMENTS IN NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Separation—Appointment in the American Institute in Taiwan.	....	319
Separation—transfer	....	320
Separation—appointment in (agency).	If appointment other than by transfer in a different agency without break in service of a workday, not covered by code 322.	321
Separation—appointment in (agency).	Out-placement from SES initiated by the agency based on performance reasons.	322
Separation—military	....	323
Separation—military no return from furlough.	....	323
Separation—declined relocation (city and State).	Effected under 5 U.S.C., chapter 75, when employee declines to accompany his/her activity upon a transfer of functions.	324
Separation—declined assignment (city and State).	Effected under 5 U.S.C., chapter 75, when employee declines new assignment in his/her agency.	325
Separation—disability	Effected under 5 U.S.C., chapter 75	326
Removal—disqualification	Directed by OPM based on suitability reasons	327
Removal during probation	Based on preappointment conditions	323
Removal during trial period	Based on preappointment conditions	328
Removal	Effected under 5 U.S.C., chapter 75 based on preappointment conditions.	330
Separation—abandoned positions	Abandoned position	331
Separation—mass transfer	....	332
Separation—failure to complete training.	Federal Aviation Administration use only; used for failure to complete training in air traffic control program.	333
Separation	In accordance with section 634 of the Foreign Service Act—State Department, AID, ICA and International Trade Administration (Department of Commerce) only.	335
Termination during probation	Based only on work performance reasons	336
Termination during trial period.	Based only on work performance reasons	336
Removal during probation	Based only on conduct reasons arising after appointment	337
Removal during trial period	Based only on conduct reasons arising after appointment	337
Removal during probation	Based on both work performance and conduct reasons arising after appointment.	338
Removal during trial period	Based on both work performance and conduct reasons arising after appointment.	338
Reduction in force	....	340
Termination—unacceptable performance.	Effected under procedures equivalent to 5 U.S.C. 4303 for unacceptable performance.	344
Termination—unacceptable performance.	Effected under 5 U.S.C. 4303 for unacceptable performance.	345
Termination	Effected under 5 U.S.C., chapter 75, for failure to qualify for conversion under regulation 315.703a.	346
Removal	Directed by MSPB	347
Removal	Directed by OPM for reasons other than suitability	348
Removal	Effected under procedures equivalent to 5 U.S.C., chapter 75, for preappointment conditions, when the action is not covered by codes 328 or 330.	349

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Data Representations—Continued

Name	Definition/Explanation	Code
	SEPARATIONS AND PLACEMENTS IN NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Death		350
Termination—displacement		351
◆ Termination		352 ◆
Termination—declined relocation (city and state).	Not effected under 5 U.S.C., chapter 75	352
Termination—declined assignment (city and state).	Not effected under 5 U.S.C., chapter 75	352
Termination—disability	Not effected under 5 U.S.C., chapter 75	352
Termination—lack of work		352
Termination—lack of funds		352
Termination—expiration of appointment.		352
◆ Termination—reemployed annuitant		352 ◆
Removal	Effected under 5 U.S.C., chapter 75, for both unacceptable performance and misconduct or delinquency.	353
Removal	Effected under agency procedures equivalent to 5 U.S.C., chapter 75, for both unacceptable performance and misconduct or delinquency.	354
Removal	Effected under 5 U.S.C., chapter 75, for misconduct or delinquency	357
Removal	Effected under procedures equivalent to 5 U.S.C., chapter 75, for misconduct or delinquency.	358
Termination	Effected under other than 5 U.S.C., chapter 75, for failure to qualify for conversion under regulation 315.703a.	359
Suspension not-to-exceed (date).	Taken by the agency under other than 5 U.S.C., chapter 75, which is scheduled to exceed 30 calendar days.	360
Suspension—indefinite	Taken by the agency under other than 5 U.S.C., chapter 75, which is for an indefinite period in excess of 30 calendar days pending the outcome of investigative or legal proceedings.	360
Suspension not-to-exceed (date)	Taken by the agency under 5 U.S.C., chapter 75, which is scheduled to exceed 30 calendar days.	365
Suspension—indefinite	Taken by the agency under 5 U.S.C., chapter 75, which is for an indefinite period in excess of 30 calendar days pending the outcome of investigative or legal proceedings.	365
Furlough—military		371
Removal	Initiated by agency because of conditions arising in whole or in part before the employee's entrance on duty which is not covered by codes 328, 330, or 349.	380
Termination—unacceptable performance.	Based on unacceptable performance not covered by codes 344 or 345.	381
Removal	Based on misconduct or delinquency not covered by codes 357 or 358.	382
Removal	Initiated by the agency based on conditions arising after appointment and not covered by any of the above codes.	383
Removal	Based on both unacceptable performance and misconduct or delinquency which is not covered by codes 353 or 354.	384
Leave without pay—not-to-exceed (date).	Scheduled to exceed 30 calendar days	460
Leave without pay	Extending 80 hours or over up to 30 calendar days. Used when an injured or disabled employee is receiving compensation under the Federal employee's compensation law.	461

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***Data Representations*–Continued**

Name	Definition/Explanation	Code
	SEPARATIONS AND PLACEMENTS IN NONPAY STATUS EXCEEDING 30 CALENDAR DAYS—Continued	
Leave with pay pending retirement not-to-exceed (date).	Sick leave in excess of 30 calendar days pending disability or optional retirement	462
Leave without pay—not-to-exceed (date)	LWOP for employee to accept an assignment with state or local government under Intergovernmental Personnel Act (IPA).	465
Extension of leave without pay—not-to-exceed (date).	Extension beyond original not-to-exceed date of LWOP when employee is on an assignment with state or local government under the Intergovernmental Personnel Act (IPA).	466
Furlough—RIF not-to-exceed (date).	....	470
★★	★★★	★
Sabbatical not-to-exceed (date).	Granted to an SES career appointee, not to exceed 11 months to engage in study or uncompensated work experience.	480
	CONVERSIONS TO ANOTHER APPOINTMENT AND CONVERSIONS TO CAREER TENURE OR CANAL ZONE CAREER TENURE	
Conversion to career appointment.	From civil service register or under CS recruiting authority for direct hire.	500
Career executive assignment—by conversion.,	From CS selection roster; used when employee is to serve under the career executive assignment with career tenure.	500
Conversion to career appointment.	Authorized under 5 U.S.C. 3325 or a similar law, or based on other types of employment.	501
Career executive assignment—by conversion.	Based on ★★ service under TAPER employment or based on ★★ service under a limited executive assignment.	501
Conversion from PMIP to career appointment.	Based on service under Presidential Management Intern Program appointment.	503
Conversion to career appointment.	Authorized under ◆ Reg. 315.707f ◆ of a disabled veteran who has a compensable service-connected disability of 30 percent or more based on service under a temporary appointment.	504
Conversion to career-conditional appointment.	Authorized under ◆ Reg. 315.707f ◆ of a disabled veteran who has a compensable service-connected disability of 30 percent or more based on service under a temporary appointment.	505
Conversion to emergency indefinite appointment.	....	507
Conversion to term appointment not-to-exceed (date).	....	508
Conversion to career-conditional appointment.	From civil service register or under CS recruiting authority for direct hire.	510
Career executive assignment by conversion.	....	510
Conversion to career-conditional appointment.	By noncompetitive selection based on other types of employment	511
Career executive assignment—by conversion.	Based on completion of at least one year of service under a special tenure appointment.	511
Conversion from PMIP to career-conditional appointment.	Based on service under Presidential Management Intern Program appointment.	513
Conversion to temporary appointment not-to-exceed (date).	Based on prior service	515

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	CONVERSIONS TO ANOTHER APPOINTMENT AND CONVERSIONS TO CAREER TENURE OR CANAL ZONE CAREER TENURE—Continued	
Conversion to temporary appointment not-to-exceed (date).	Based on the summer employment examination, or on previous summer employment in the same agency, for summer employment.	517
Conversion to temporary appointment not-to-exceed (date).	From outside the summer roster for summer employment.	518
Conversion to temporary appointment not-to-exceed (date).	By noncompetitive appointment based on prior service other than summer employment, for summer employment.	519
Conversion to temporary appointment—not-to-exceed (date).	From a civil service register or under CS recruiting authority for direct hire.	520
Conversion to temporary appointment.	From register to job outside the substitute quota; U.S. Postal Service use only.	521
Conversion to temporary appointment—pending establishment of register.		522
Conversion to temporary appointment not-to-exceed (date).	From outside civil service register, under 700 hour appointing authority, special need appointment of college faculty member, or NTE one year to a Federal Wage System position.	523
Conversion to temporary appointment.	Based on eligibility for reinstatement to job outside the substitute quota—U.S. Postal Service use only.	525
Limited executive assignment—by conversion.		528
Limited executive assignment—indefinite by conversion.		528
Conversion to overseas limited appointment.	Of indefinite duration	530
Conversion to overseas limited appointment not-to-exceed (date).		531
Conversion to appointment (special tenure).		532
Conversion to overseas limited term appointment not-to-exceed (date).		534
Conversion to reinstatement—career.		540
Conversion to career appointment.	Under special authority	540
Career executive assignment—by conversion.	Of employee with reinstatement eligibility or on former incumbency of a position brought into the competitive service; used when the employee is to serve under the career executive assignment with career tenure.	540
Career executive assignment—by conversion from legislative branch.	Used when the employee is to serve under the career executive assignment with career tenure.	540

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	CONVERSIONS TO ANOTHER APPOINTMENT AND CONVERSIONS TO CAREER TENURE OR CANAL ZONE CAREER TENURE—Continued	
Career executive assignment—by conversion from judicial branch.	Used when the employee is to serve under the career executive assignment with career tenure.	540
Career executive assignment—by conversion from Foreign Service.	Used when the employee is to serve under the career executive assignment with career tenure.	540
Career executive assignment—by conversion from Canal Zone merit system.	Used when the employee is to serve under the career executive assignment with career tenure.	540
Conversion to reinstatement—career-conditional.	....	541
Conversion to career-conditional appointment.	Under special authority	541
Career executive assignment—by conversion.	Of employee with reinstatement eligibility or based on former incumbency of a position brought into the competitive service; used when the employee is to serve under the career executive assignment with career-conditional tenure.	541
Career executive assignment—by conversion from Foreign Service.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	541
Career executive assignment—by conversion from Canal Zone merit system.	Used when the employee is to serve under the career executive assignment with career-conditional tenure.	541
Career executive assignment—by conversion from Peace Corps.	As authorized under regulation 315.605; used when the employee is to serve under the career executive assignment with career-conditional tenure.	541
SES career appointment—by conversion.	....	542
Reinstatement—SES career by conversion.	Based on service under a previous SES career appointment when action is not covered by code 544.	543
Reinstatement—SES career by conversion.	After serving under a Presidential appointment which followed an SES career appointment.	544
SES noncareer appointment—by conversion.	....	546
SES limited term appointment not-to-exceed (date)—by conversion.	....	548
SES limited emergency appointment not-to-exceed (date)—by conversion.	....	549
Conversion to excepted appointment.	Without condition or limitation	550
Conversion to Canal Zone career appointment.	....	550
Conversion to Canal Zone reappointment—career.	....	550
Conversion to Canal Zone career tenure.	Upon completion of service requirement for Canal Zone merit system career tenure.	550

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	CONVERSIONS TO ANOTHER APPOINTMENT AND CONVERSIONS TO CAREER TENURE OR CANAL ZONE CAREER TENURE—Continued	
Noncareer executive assignment—by conversion.		550
Conversion to excepted permanent appointment.	Use for converting conditional appointment in the excepted service to permanent appointment after three years of consecutive service; Department of Agriculture use only.	551
Noncareer executive assignment—indefinite by conversion.		552
Conversion to excepted appointment—indefinite.		552
Conversion to Canal Zone temporary appointment—pending establishment of a register.		552
Conversion to excepted appointment—conditional.		553
Conversion to Canal Zone career-conditional appointment.		553
Conversion to Canal Zone reappointment—career-conditional.		553
Separation from General Schedule position and excepted appointment of unlimited duration (regular) in the Foreign Service.	State Department, International Communication Agency, United States International Development Cooperation Agency and ♦ International ♦ Trade Administration (Department of Commerce) use only	555
Separation from General Schedule position and excepted appointment not-to-exceed (date) in the Foreign Service.	State Department, International Communication Agency, United States International Development Cooperation Agency and ♦ International ♦ Trade Administration (Department of Commerce) use only.	556
Separation from General Schedule position and excepted appointment without time limit in a General Schedule position.	State Department, International Communication Agency, United States International Development Cooperation Agency and ♦ International ♦ Trade Administration (Department of Commerce) use only.	557
Separation from Foreign Service and excepted appointment not-to-exceed (date) in a General Schedule position.	State Department, International Communication Agency, United States International Development Cooperation Agency and ♦ International ♦ Trade Administration (Department of Commerce) use only.	558
Separation from FSS Corps and limited appointment as Foreign Service Reserve, of separation from Foreign Service Reserve Corps and Foreign Service staff appointment—regular.	State Department, International Communication Agency, United States International Development Cooperation Agency and ♦ International ♦ Trade Administration (Department of Commerce) use only.	559

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	CONVERSIONS TO ANOTHER APPOINTMENT AND CONVERSIONS TO CAREER TENURE OR CANAL ZONE CAREER TENURE—Continued	
Conversion to reemployment . . .	When an employee on the agency's rolls, without break in service of a workday, exercises reemployment rights in that same agency.	561
Career executive assignment—reemployment—by conversion.	. . . .	561
Limited executive assignment—reemployment—by conversion.	. . . .	561
Noncareer executive assignment—reemployment—by conversion.	. . . .	561
Conversion to veterans readjustment appointment.	. . . .	576
Conversion to excepted appointment excluded from Canal Zone merit system.	. . . .	577
Conversion to excepted appointment excluded from the Canal Zone merit system not-to-exceed (date).	. . . .	578
Conversion to excepted appointment PMIP.	Appointment as intern not to exceed two years under the Presidential Management Intern Program.	579
Conversion	U.S. Postal Service use only	580
Conversion	U.S. Postal Service use only	581
Conversion	U.S. Postal Service use only	582
Conversion	U.S. Postal Service use only	583
Conversion	U.S. Postal Service use only	584
Conversion	U.S. Postal Service use only	585
Conversion	U.S. Postal Service use only	586
Conversion	U.S. Postal Service use only	587
Conversion	U.S. Postal Service use only	588
Conversion	U.S. Postal Service use only	589
Conversion to career tenure	Upon completion of service requirement for career tenure in the competitive civil service.	602
Conversion to temporary appointment—one month.	Special need for one month	614
Conversion to excepted appointment not-to-exceed (date).	. . . .	651
Conversion to Canal Zone term appointment not-to-exceed (date).	. . . .	651
Conversion to Canal Zone temporary appointment not-to-exceed (date).	. . . .	651

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	PROMOTIONS, CHANGES TO LOWER GRADE, AND REASSIGNMENTS	
Promotion	Resulting from employee's failure to satisfactorily complete the probationary period for supervisory (or managerial) position.	701
Career executive assignment—by promotion.	Resulting from employee's failure to satisfactorily complete the probationary period for supervisory (or managerial) position.	701
Promotion—temporary		702
◆ Promotion-term not-to-exceed (date)		702 ◆
Promotion—indefinite		702
Promotion—permanent		702
Promotion	Other than under the 702 codes above	702
Career executive assignment—by promotion.		702
Noncareer executive assignment—by promotion.		702
Change to regular	U.S. Postal Service use only	705
Change to lower grade	Initiated by agency as a result of employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position.	710
Change to lower grade	Resulting from unacceptable performance when action is processed under 5 U.S.C. 4303 or equivalent agency procedures.	711
Change to lower grade—RIF		712
Career executive assignment—RIF.		712
Change to lower grade	Processed under 5 U.S.C., chapter 75	713
Career executive assignment	Processed under 5 U.S.C., chapter 75	713
Noncareer executive assignment.	Processed under 5 U.S.C., chapter 75	713
Change to lower grade	Directed by MSPB	714
Change to lower grade	Other than under codes 710 through 714	715
Career executive assignment	To a lower grade other than under codes 710 through 714	715
Noncareer executive assignment.	To a lower grade other than under codes 710 through 714	715
Change to substitute	U.S. Postal Service use only	716
Change to part time fixed schedule.	U.S. Postal Service use only	717
Reassignment—RIF		720
Career executive assignment—by reassignment—RIF.		720
Reassignment—temporary		721
Reassignment—indefinite		721
Reassignment—permanent	If effected for the sole purpose of removing a limitation placed on the last reassignment.	721
Career executive assignment—by reassignment.	Other than by RIF action	721
Noncareer executive assignment—by reassignment		721
Reassignment	Other than under codes 720 and 721, and 722	721
Reassignment	Initiated by agency as a result of an employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position.	722

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Data Representations—Continued

Name	Definition/Explanation	Code
	CHANGE ACTIONS NOT COVERED ABOVE	
Separation from the Foreign Service Reserve/Foreign Service Staff Corps and appointment by the President as a Foreign Service officer.	State Department, International Communication Agency, United States International Development Cooperation Agency, and ◆ International ◆ Trade Administration (Department of Commerce) use only	724
Appointment by the President as Ambassador/Minister to (from one country to another).	State Department, International Communication Agency, United States International Development Cooperation Agency, and ◆ International ◆ Trade Administration (Department of Commerce) use only.	725
Reassignment from Washington, D.C. to Field U.S., or Field U.S. to Washington, D.C.	State Department, International Communication Agency, United States International Development Cooperation Agency, and ◆ International ◆ Trade Administration (Department of Commerce) use only.	726
Transfer from post to post—Foreign Service.	State Department, International Communication Agency, United States International Development Cooperation Agency, and ◆ International ◆ Trade Administration (Department of Commerce) use only.	727
Transfer from overseas to U.S.	State Department, International Communication Agency, United States International Development Cooperation Agency, and ◆ International ◆ Trade Administration (Department of Commerce) use only.	728
Transfer from U.S. to overseas.	State Department, International Communication Agency, United States International Development Cooperation Agency, and ◆ International ◆ Trade Administration (Department of Commerce) use only.	729
Detail not-to-exceed (date)	Detail to State or local government under the Intergovernmental Personnel Act (IPA).	730
Extension of detail-not-to-exceed (date).	Extension beyond original not-to-exceed date of detail to State or local government under the Intergovernmental Personnel Act (IPA).	731
Termination of detail	Termination of detail to State or local government under the Intergovernmental Personnel Act (IPA).	732
Grade restoration	Effected retroactively under the Civil Service Reform Act of 1978	735
Grade retention ...★★...	Used to record retroactive grade retention under the Civil Service Reform Act of 1978.	736
Grade retention—reclassification.	Used to record retroactive grade retention under the Civil Service Reform Act of 1978.	737
Grade retention—RIF	Used to record retroactive grade retention under the Civil Service Reform Act of 1978.	738
Position change—declined transfer.	Following declination of offer to transfer with function when employee is entitled to grade retention.	740
Position change—reclassification.	Following position reclassification when employee is entitled to grade retention.	741
Position change—RIF	Following RIF when employee is entitled to grade retention.	742
Position change to lower grade	During grade retention period and grade retention is not affected.	744
Position change to lower grade—temporary.		744
Position change to lower grade—permanent.		744
Position change to intervening grade.	During grade retention period and grade retention is not affected	745

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	CHANGE ACTIONS NOT COVERED ABOVE—Continued	
Position change to intervening grade—temporary		745
Position change to intervening grade—permanent		745
Position change to same grade	During grade retention period and grade retention is not affected	746
Position change to same grade—temporary		746
Position change to same grade—permanent		746
Position change to retained grade.	Return to retained grade when grade retention entitlement is terminated.	747
Position change to retained grade—temporary		747
Position change to retained grade—permanent		747
Extension of temporary appointment not-to-exceed (date).		760
Extension of overseas limited appointment not-to-exceed (date).		760
Extension of term appointment not-to-exceed (date).		760
Extension of overseas limited term appointment not-to-exceed (date).		760
Extension of excepted appointment not-to-exceed (date).		761
Extension of Canal Zone temporary appointment not-to-exceed (date).		761
Extension of SES limited term appointment not-to-exceed (date).		762
Extension of SES limited emergency appointment not-to-exceed (date).		762
Extension of position change not-to-exceed (date).		768
Extension of temporary promotion.		769
Change to U.S. citizenship	Canal Zone merit system only	771
Name change from (previous name).		780
Mass change		790
Change in duty station		792
Change in agency code		794
Appointment to Acting Postmaster.	Of a regular postal employee on leave without pay from his ◆ or her ◆ regular position. U.S. Postal Service use only.	800
Termination	From acting postmaster and return to regular postal position. U.S. Postal Service use only.	801

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	CHANGE ACTIONS NOT COVERED ABOVE—Continued	
◆ Change to merit pay system		805
Merit increase		806
Merit pay cash award		807◆
Change in occupation code		820
Suspension not-to-exceed (date).	Suspension taken by the agency under 5 U.S.C., chapter 75, which is scheduled for 1–14 calendar days.	831
Suspension not-to-exceed (date).	Suspension taken by the agency under 5 U.S.C., chapter 75, which is scheduled for 15–30 calendar days.	832
Suspension not-to-exceed (date).	Suspension taken under other than 5 U.S.C., chapter 75, which is scheduled for 30 calendar days or less.	833
Placement ★★ in nonpay status.	◆ Seasonal or on-call employees ◆	835
Furlough not to exceed (date)	Of 30 calendar days or less	840
Placement ★★ in pay status.	◆ Seasonal or on-call employees ◆	845
Return to duty	From suspension or furlough of 30 calendar days or less	852
Expiration of grade retention		862
Termination of grade retention—declined offer.	When employee declines a reasonable offer and loses entitlement to grade retention.	863
Termination of grade retention—declined benefits.	When employee elected to terminate grade and pay retention	864
Termination of pay retention—declined offer.	When employee declines a reasonable offer and loses entitlement to pay retention.	865
Continuance	Continuance of employment beyond the age for retirement when authorized by proper authority.	870
Change in designation of position occupied.	Change in position occupied code when a position is designated as an SES position and the incumbent declines conversion to an SES appointment but continues in the same position.	875
◆ Change in supervisory/managerial indicator		879◆
Completion of SES probation		880
Change in tenure group		880
Federal employees group life insurance change.		881
Change in service computation date.	Action to change the service computation date established for leave purposes.	882
Change in veteran preference		883
Change in functional classification.		885
Change in pay rate determinant.		886
Change in special program identifier.		887
Denial of within grade increase.		888
Change in SES pay level		890
Retention in status quo	In the competitive civil service	891
Canal Zone retention in status quo.	In the Canal Zone Merit System	891
Quality increase		892
Within grade increase		893
Pay adjustment		894
Administrative pay increase		896
Administrative pay decrease		897
Pay system change		898
Step-rate change		899

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OCCUPATIONAL SERIES CPDF-OCC-031

Implementation Date: March 1972.
Definition: A subdivision of an Occupational Family or Group consisting of one or more classes of positions similar as to specialized line of work but differing in difficulty or responsibility of work and therefore in grade or salary range.
Maintenance Agency: Office of Personnel Management, Staffing Services Group, Standards Development Center.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Occupational code—The employee's occupational series/code	5N

Data Representations

Name	*Definition/Explanation*	*Code*
	The full names, definitions, and numeric representations of the various occupational series/codes are printed in the following publications: a. *Handbook of Occupational Groups and Series of Classes* for positions covered by title 5, United States Code. (Includes series 00001 through 02181). b. FPM SUPPLEMENT 512–1, part 3, for trades and labor jobs under the Federal Wage System or other blue collar pay systems. (Includes codes 02500 through 88952.) c. *Post Office Department Personnel Handbook Series P–1 and P–4*, for positions in the Postal Service System (includes series 02301 through 02350). Note that these publications contain 3-digit, 4-digit, and 5-digit, occupational series/codes. In the following list, all the 3-digit codes have been preceded with two filler zeros, e.g., 00XXX, to complete the 5-digit field, and all 4-digit codes have been preceded with one filler zero, e.g., 0XXXX, to complete the 5-digit field.	
Trades, crafts, and labor	....	00001
Correctional institution administration	....	00006
Correctional officer	....	00007
Institutional administration	....	00008
Institutional management	....	00009

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Bond sales promotion		00011
Safety management		00018
Safety technician		00019
Community planning		00020
Community planning technician		00021
Outdoor recreation planning		00023
Park management		00025
Park technician		00026
Crop insurance administration		00027
Environmental protection specialist		00028
Environmental protection assistant		00029
Sports specialist		00030
Funeral directing		00050
Chaplain		00060
Clothing design		00062
Fingerprint identification		00072
Security administration		00080
Fire protection and prevention		00081
United States Marshal		00082
Police		00083
Guard		00085
Guide		00090
General student trainee		00099
Social science		00101
Social science aid and technician		00102
Social insurance administration		00105
Unemployment insurance		00106
Economist		00110
Economics assistant		00119
Food assistance program specialist		00120
Foreign affairs		00130
International relations		00131
Intelligence		00132
Intelligence aid and clerk		00134
Foreign agricultural affairs		00135
International cooperation		00136
Manpower research and analysis		00140
Manpower development		00142
Geography		00150
Equal opportunity		00160
History		00170
Psychology		00180
Psychology aid and technician		00181
Sociology		00184
Social work		00185
Social services aid and assistant		00186
Social services		00187
Recreation specialist		00188
Recreation aid and assistant		00189
General anthropology		00190
Archeology		00193

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Social science student trainee		00199
Personnel management		00201
Personnel clerical and assistance		00203
Military personnel clerical and technician		00204
Military personnel management		00205
Personnel staffing		00212
Position-classification		00221
Occupational analysis		00222
Salary and wage administration		00223
Employee relations		00230
Labor relations		00233
Employee development		00235
Mediation		00241
Apprenticeship and training		00243
Labor-management relations examining		00244
Contractor industrial relations		00246
Wage and hour compliance		00249
Miscellaneous administration and program		00301
Messenger		00302
Miscellaneous clerk and assistant		00303
Information receptionist		00304
Mail and file		00305
Correspondence clerk		00309
Clerk-stenographer and reporter		00312
Stenographic or typing unit supervising		00313
Clerk-dictating machine transcribing		00316
Secretary		00318
Closed microphone reporter		00319
Clerk-typist		00322
Cold-type composing machine		00324
Digital computer systems administration		00330
Computer operation		00332
Computer specialist		00334
Computer clerk and assistant		00335
Program management		00340
Administrative officer		00341
Office services management and supervision		00342
Management analysis		00343
Management clerical and assistance		00344
Program analysis		00345
Logistics management		00346
Equipment operator		00350
Printing clerical		00351
Bookkeeping machine operation		00354
Calculating machine operation		00355
Data transcriber		00356
Coding		00357
Electric accounting machine operation		00359
Electric accounting machine project planning		00362
Telephone operating		00382
Teletypist		00385
Cryptographic equipment operation		00388
Radio operating		00389

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Communications relay operation		00390
Communications management		00391
General communications		00392
Communications specialist		00393
Communications clerical		00394
General biological science		00401
Microbiology		00403
Biological technician		00404
Pharmacology		00405
Agricultural extension		00406
Ecology		00408
Zoology		00410
Physiology		00413
Entomology		00414
Plant protection technician		00421
Botany		00430
Plant pathology		00434
Plant physiology		00435
Plant protection and quarantine		00436
Horticulture		00437
Genetics		00440
Range conservation		00454
Range technician		00455
Soil conservation		00457
Soil conservation technician		00458
Irrigation system operation		00459
Forestry		00460
Forestry technician		00462
Soil science		00470
Agronomy		00471
Agricultural management		00475
General fish and wildlife administration		00480
Fishery biology		00482
Wildlife refuge management		00485
Wildlife biology		00486
Husbandry		00487
Fish hatchery management		00488
Home economics		00493
Biological science student trainee		00499
General accounting clerical and administrative		00501
Budget and accounting		00504
Financial management		00505
Accounting		00510
Internal revenue agent		00512
Accounts maintenance clerical		00520
Accounting technician		00525
Tax technician		00526
Cash processing		00530
Voucher examining		00540
Fiscal auditing (GAO)		00541
Payroll		00544

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Military pay		00545
Benefit-payment roll		00547
Budget administration		00560
Financial institution examining		00570
Time and leave		00590
Tax accounting		00592
Insurance accounts		00593
Accounting student trainee		00599
General health science		00601
Medical officer		00602
Physician's assistant		00603
Nurse anesthetist		00605
Nurse		00610
Public health nurse		00615
Nursing assistant		00621
Medical aid (sterile supplies)		00622
Autopsy assistant		00625
Dietitian		00630
Occupational therapist		00631
Physical therapist		00633
Corrective therapist		00635
Rehabilitation therapy assistant		00636
Manual arts therapist		00637
Recreation/creative arts therapist		00638
Educational therapist		00639
Nuclear medicine technician		00642
Medical technologist		00644
Medical technician		00645
Pathology technician		00646
Medical radiology technician		00647
Medical machine technician		00649
Medical technical assistant		00650
Pharmacist		00660
Pharmacy technician		00661
Optometrist		00662
Restoration technician		00664
Speech pathology and audiology		00665
Orthotist and prosthetist		00667
Podiatrist		00668
Medical record librarian		00669
Hospital administration		00670
Prosthetic representative		00672
Hospital housekeeping management		00673
Medical record technician		00675
Medical clerk		00679
Dental officer		00680
Dental assistant		00681
Dental hygiene		00682
Dental laboratory aid and technician		00683
Public health dental hygiene		00684
Public health program specialist*		00685
Sanitarian		00688

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Industrial hygiene		00690
Consumer safety		00696
Environmental health technician		00698
Health aid and technician		00699
Veterinary medical science		00701
Animal health technician		00704
Veterinary student trainee		00799
General engineering		00801
Engineering technician		00802
Safety engineering		00803
Fire prevention engineering		00804
Materials engineering		00806
Landscape architecture		00807
Architecture		00808
Construction control		00809
Civil engineering		00810
Surveying technician		00817
Engineering drafting		00818
Environmental engineering		00819
Construction analyst		00828
Mechanical engineering		00830
Nuclear engineering		00840
Electrical engineering		00850
Electronics engineering		00855
Electronics technician		00856
Biomedical engineering		00858
Aerospace engineering		00861
Naval architecture		00871
Ship surveying		00873
Mining engineering		00880
Petroleum engineering		00881
Agricultural engineering		00890
Ceramic engineering		00892
Chemical engineering		00893
Welding engineering		00894
Industrial engineering technician		00895
Industrial engineering		00896
Engineering and architecture student trainee		00899
Law clerk		00904
General attorney		00905
Estate tax examining		00920
Hearings and appeals		00930
Administrative law judge		00935
Deportation and exclusion examining		00942
Clerk of court		00945
Paralegal specialist		00950
Contact representative		00962
Legal instruments examining		00963

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Land law examining		00965
Passport and visa examining		00967
Legal clerk and technician		00986
Tax law specialist		00987
General claims examining		00990
Workmens compensation claims examining		00991
Loss and damage claims examining		00992
Social insurance claims examining		00993
Unemployment compensation claims examining		00994
Dependents and estates claims examining		00995
Veterans claims examining		00996
Civil service retirement claims examining		00997
Claims clerical		00998
General arts and information		01001
Exhibits specialist		01010
Museum curator		01015
Museum specialist and technician		01016
Illustrating		01020
Office drafting		01021
Translator		01045
Clerk-translator		01046
Interpreter		01047
Foreign language broadcasting		01048
Music specialist		01051
Theater specialist		01054
Art specialist		01056
Photography		01060
Audio-visual production		01071
Public information		01081
Writing and editing		01082
Technical writing and editing		01083
Visual information		01084
Foreign information		01085
Editorial assistance		01087
General business and industry		01101
Contract and procurement		01102
Industrial property management		01103
Property disposal		01104
Purchasing		01105
Procurement clerical and assistance		01106
Property disposal clerical and technician		01107
Public utilities specialist		01130
Trade specialist		01140
Commissary store management		01144
Agricultural program specialist		01145
Agricultural marketing		01146
Agricultural market reporting		01147
Wage and hour law administration		01149
Industrial specialist		01150

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Production control		01152
Financial analysis		01160
Insurance examining		01163
Loan specialist		01165
Internal revenue officer		01169
Realty		01170
Appraising and assessing		01171
Housing management		01173
Building management		01176
Patent technician		01202
Copyright		01210
Copyright technician		01211
Patent administration		01220
Patent adviser		01221
Patent attorney		01222
Patent classifying		01223
Patent examining		01224
Patent interference examining		01225
Design patent examining		01226
Trademark examining		01241
General physical science		01301
Health physics		01306
Physics		01310
Physical science technician		01311
Geophysics		01313
Hydrology		01315
Hydrologic technician		01316
Chemistry		01320
Metallurgy		01321
Astronomy and space science		01330
Meteorology		01340
Meteorological technician		01341
Geology		01350
Oceanography		01360
Navigational information		01361
Cartography		01370
Cartographic technician		01371
Geodesy		01372
Land surveying		01373
Geodetic technician		01374
Forest products technology		01380
Food technology		01382
Textile technology		01384
Photographic technology		01386
Document analysis		01397
Physical science student trainee		01399
Librarian		01410
Library technician		01411
Technical information services		01412
Archivist		01420

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Archives technician		01421
Actuary		01510
Operations research		01515
Mathematics		01520
Mathematics technician		01521
Mathematical statistician		01529
Statistician		01530
Statistical assistant		01531
Cryptography		01540
Cryptanalysis		01541
Computer science		01550
Mathematical science student trainee		01599
General facilities and equipment management		01601
Cemetery administration		01630
Facility management		01640
Printing management		01654
Laundry and dry cleaning plant management		01658
Fishery methods and equipment		01659
General housekeeping		01666
Steward		01667
Equipment specialist		01670
General education and training		01701
Education and training technician		01702
Education and vocational training		01710
Training instruction		01712
Vocational rehabilitation		01715
Educational research and program		01720
Public health educator		01725
General investigating		01810
Criminal investigating		01811
Game law enforcement		01812
Air safety investigating		01815
Immigration inspection		01816
Coal mine inspection		01822
Aviation safety		01825
Securities compliance examining		01831
Agricultural commodity warehouse examining		01850
Alcohol, tobacco, and firearms inspection		01854
Alcohol tax technician		01855
Public health inspection		01860
Consumer safety inspection		01862
Food inspection		01863
Public health quarantine inspection		01864
Import specialist		01889
Customs inspection		01890
Customs enforcement officer		01891
Customs appraising and examining		01892
Customs marine officer		01893
Customs entry and liquidating		01894
Customs warehouse officer		01895
Border patrol agent		01896
Customs aid		01897

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Data Representations—Continued

Name	Definition/Explanation	Code
Admeasurement		01898
Miscellaneous inspection		01899
Quality assurance		01910
Quality inspection		01960
Agricultural commodity grading		01980
Agricultural commodity aid		01981
General supply		02001
Supply program management		02003
Supply clerical and technician		02005
Inventory management		02010
Distribution facilities and storage management		02030
Packaging		02032
Supply cataloging		02050
Sales store clerical		02091
Transportation specialist		02101
Transportation clerk and assistant		02102
Transportation Industry analysis		02110
Transportation rate and tariff examining		02111
Railroad safety and service inspection		02121
Highway safety management		02125
Traffic management		02130
Freight rate		02131
Travel		02132
Passenger rate		02133
Shipment clerical		02134
Transportation loss and damage claims examining		02135
Cargo scheduling		02144
Transportation operations		02150
Dispatching		02151
Air traffic control		02152
Marine cargo		02161
Aircraft operation		02181
Postmaster—presidential offices		02301
Postmaster fourth class office		02302
Postal administration		02305
Postal collection and delivery		02310
Postal distribution		02315
Postal window and related services		02320
Rural carriers		02325
Postal transportation		02330
Postal inspection		02335
◆ Miscellaneous postal ◆		02340
Mail classification and special services		02345
Schemes and schedules development		02350
Miscellaneous wire communications equipment installation and maintenance.		02501
Telephone mechanic		02502
Wire communications cable splicing		02504
Telephone equipment inspecting		02506
Telephone installing and repairing		02507
Communications line installing and repairing		02508
Teletypewriter installing and repairing		02509
Wire chief		02510

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Wire communications equipment installing and repairing.		02511
Wire communications equipment inspecting		02512
Cryptographic equipment installing and repairing		02513
Automatic telegraph communications switching equipment installing and repairing.		02514
Communications cable installing and repairing		02549
Wire communication work supervising		02551
Wire communications central office inspecting		02554
Teletype maintenance inspecting		02555
Wire communications cable inspecting		02556
Telephone installing		02558
Intercommunication systems installing		02559
Miscellaneous electronic equipment installation and maintenance.		02601
Electronic measurement equipment mechanic		02602
Electron tube making		02603
Radar equipment installing and repairing		02604
Mine control systems repairing		02605
Radar equipment inspecting		02606
Electronic test equipment operating		02607
Radio equipment installing and repairing		02608
Radio equipment inspecting		02609
Radio telephone equipment repairing		02610
Fire control instrument inspecting		02612
Fire control instrument making, installing, and repairing.		02613
Electronics mechanic		02614
Electronic equipment inspecting		02615
Motion picture sound transmission installing and repairing.		02616
Electronic fire control systems making, installing, and repairing		02617
Electronic fire control systems inspecting		02618
Electronic-mechanical communications equipment installing and repairing.		02619
Television equipment installing and repairing		02620
Toll office telephone equipment installing and repairing.		02621
Electronic-mechanical industrial equipment repairing.		02622
Domestic radio and television receiver repairing		02640
Fire control systems inspecting (marine)		02641
Electronic systems inspection (marine)		02642
Engraved circuit making		02643
Test range equipment repairing		02644
Electronic torpedo overhaul, repair, and testing		02645
Electronic integrated systems mechanic		02650
Electronic equipment repair supervising		02651
Electronic equipment repair inspector supervising		02652
Radio installing		02653
Radio repairing		02654
UHF radio repairing		02655

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Ground radio installing		02656
Radar repairing		02657
Radar repair inspecting		02658
Electronic automatic pilot mechanical		02660
Radio-radar equipment installing		02661
Radio-radar equipment installation inspecting		02662
Electronic industrial controls mechanic		02663
Electronic amplifier repairing		02664
Electronic amplifier repair inspecting		02665
System optical sight repairing		02666
Electronic computing sight repairing		02667
Bombing-navigational system analyzing		02668
Fire control system analyzing		02669
Electronic quality control inspecting		02670
Electronic systems inspecting		02671
Radio repair inspecting		02674
Television repairing		02675
Electronic instrument and control system repairing		02676
Electronic instrument and control system repair inspecting.		02677
Radar antenna pattern testing		02678
Electronic measurement equipment quality control inspecting.		02679
Electronic test equipment repairing		02680
Electronic equipment fabricating		02681
Electronic standards calibrating		02682
Electronic equipment field maintaining		02683
UHF radio overhaul inspecting		02684
Electronic test equipment inspecting		02685
Experimental airborne electronic systems analyzing		02687
Electronic subassembly repairing		02688
Laboratory electronic test equipment testing		02689
Digital computer mechanic		02690
Analog computer maintaining		02691
Electronic systems experimenting		02692
Experimental electronic systems modifying		02693
Experimental electronic systems inspecting		02694
Remote control electronic equipment maintaining		02695
Radio repairing and installing		02696
Automatic checkout equipment analyzing		02697
Telecommunications security systems equipment repairing.		02698
Cryptoequipment repair inspecting		02699
Miscellaneous quartz crystal work		02701
Crystal cutting		02702
Crystal etching and dicing		02703
Crystal finishing		02704
Crystal inspecting		02705
Crystal lapping		02706

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Crystal orienting		02707
Crystal technician		02708
Quartz crystal work supervising		02751
Quartz crystal orienting and cutting		02752
Crystal blank dimensioning		02753
Crystal calibrating		02754
Crystal plating		02755
Crystal etching		02756
Crystal X-raying		02757
Crystal quality control inspecting		02770
Miscellaneous electrical installation and maintenance		02801
Electrical installing and repairing (marine)		02802
Electrical working (studio)		02803
Electrical inspecting		02804
Electrician		02805
Electrical line working		02806
Electrical motor repairing		02807
Electrical working (powerhouse)		02808
Armature winding		02809
Electrician (high voltage)		02810
Electrical inspecting (marine)		02840
Experimental electrical equipment testing		02841
Electrical mechanical equipment repairing		02842
Electrical instrument repairing		02843
Electrical test and development working		02844
Electrical work supervising		02851
Electrical motor modifying		02853
Electrical equipment repairing		02854
Electrical maintenance inspecting		02855
Lineman maintenance inspecting		02856
Light fixture servicing		02857
Spark plug working		02858
Time recording equipment repairing		02859
Aircraft electrical equipment repair helping		02860
Electrical—mechanical overhaul supervising		02861
Electrical—mechanical overhaul inspector supervising		02862
Electrical equipment disassembling		02863
Electrical—mechanical accessory repairing		02864
Electrical—mechanical accessory testing		02865
Electrical rotomotive accessory assembling		02866
Magneto repairing		02867
Fixed electrical accessory repairing		02868
Ignition harness repairing		02869
Electrical components quality control inspecting		02870
Wire coding machine operating		02871
Electrical harness inspecting		02872
Electrical harness fabricating		02873
Electrical—mechanical accessory inspecting		02874
Ignition harness inspecting		02875

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Magneto inspecting		02876
Electrical power supply repairing		02877
Electrical harness repairing		02878
Electrical training devices fabricating		02879
Experimental aircraft systems electrical		02880
Test electrical systems fabricating		02881
Test facilities electrical		02882
Transformer and choke manufacturing		02883
Electrical equipment inspecting		02885
Antenna repairing		02886
Aircraft electrical systems quality control inspecting		02887
Missile systems electrical		02890
Aircraft electrical overhaul supervising		02891
Aircraft electrical systems installing and repairing		02892
Aircraft electrical systems inspecting		02893
Airframe electrical equipment installing		02894
Airframe electrical equipment installation inspecting		02895
Electrical—mechanical devices repairing		02896
Aircraft turret repairing		02897
Armament accessories repairing		02898
Armament accessories and turret inspecting		02899
Miscellaneous electronic equipment operation		02901
Public address equipment operating		02902
Radio transmitter operating		02903
Test range tracking		02949
Miscellaneous fabric and leather work		03101
Leatherworking		03102
Shoe repairing		03103
Canvas working		03104
Fabric working		03105
Upholstering		03106
Tailoring		03108
Sewing		03110
Sewing machine operating		03111
Marking and cutting		03113
Mattress making and repairing		03114
Parachute making and repairing		03115
Pillowmaking and renovating		03116
Belt working		03117
Embroidering		03118
Broom and brush making		03119
Parachute inspecting		03120
Parachute packing		03121
Leather products inspecting		03122
Floor covering		03124
Ropemaking		03140
Airship fabric repairing		03141
Pattern cutting		03142
Ticketing		03143
Finishing		03144

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Fabric and leather work supervising		03151
Fabric, leather, and textile inspecting		03152
Textile and leather working		03153
Garment repairing		03154
Pressing		03156
Textile products dry cleaning		03157
Seamstress		03158
Airframe fabric working		03160
Parachute repairing and packing		03165
Textile quality control inspecting		03170
Clothing sample cutting		03180
Survival equipment manufacturing		03181
Experimental parachute manufacturing		03182
Clothing samplemaking		03183
Environmental clothing manufacturing		03184
Parachute manufacture inspecting		03185
Experimental parachute packing		03186
Clothing patternmaking		03187
Miscellaneous glass work		03201
Auto glass repairing		03202
Glazing		03203
Glassblowing		03204
Miscellaneous instrument work		03301
Meteorological instrument repairing		03303
Industrial instrument repairing		03305
Optical instrument repairing		03306
Nautical instrument repairing		03307
Photographic equipment repairing		03308
Timekeeping instrument repairing		03309
Industrial instrument inspecting		03310
Fire control instrument making, installing, and repairing		03311
Fire control instrument inspecting		03312
Instrument making		03314
Nuclear reactor instrument systems mechanic		03315
Scale building, installing, and repairing		03341
Electromechanical flight training devices repairing		03342
Motion picture equipment mechanic		03343
Optical instrument making		03344
Instrument making (general)		03345
Instrument overhaul supervising		03351
Instrument overhaul inspecting supervising		03352
Optical instrument—photographic equipment repair inspecting.		03353
Instrument sealing		03354
Aircraft instrument and control systems mechanical		03355
Liquid compass repairing		03356
Electrical test equipment repairing		03357
Electrical indicating instrument repairing		03358
Instrument mechanic		03359
Electromechanical, electronic, and gyroscope instrument repairing.		03360
Free gyro repairing		03361

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Dimensional measuring devices repairing		03362
Pneumatic gyro repairing		03363
Projection equipment repairing		03364
Pressure instrument repairing		03365
Electronic regulator system repairing		03366
Electromechanical instrument and controls repair inspecting.		03368
Electronic regulator system repair inspecting		03369
Instrument quality control inspecting		03370
Optical equipment quality control inspecting		03371
Electrical instrument standards calibrating		03372
Pressure and geared instrument standards calibrating		03373
Guidance unit repairing		03374
Guidance unit testing		03375
Servopositioner repairing		03376
Missile mechanical components repair inspecting		03377
Miniaturized galvanometer repairing		03378
Optical measurement equipment quality control inspecting.		03379
Electrical instrument modifying		03381
Experimental instrument mechanical		03382
Pressure instrument modifying		03383
Experimental optical-photographic instrument mechanical		03384
Flight test experimental instrument fabricating		03385
Optical tracker modifying and operating		03386
System optical sight repairing		03387
Inertial platform overhaul inspecting supervising		03390
Inertial platform overhaul supervising		03391
Inertial gyro repairing		03392
Inertial accelerometer repairing		03393
Inertial gyro and accelerometer inspecting		03394
Inertial gyro and accelerometer calibrating and testing		03395
Inertial platform mechanical		03396
Inertial platform inspecting		03397
Inertial platform calibrating and testing		03398
Inertial platform calibration inspecting		03399
Miscellaneous machine tool work		03401
Automatic screw machine operating		03402
Model making (metal)		03403
Boring mill operating		03404
Patternmaking (metal)		03405
Buffing and polishing		03406
Coil or wire machine operating		03407
Drill press operating		03409
Automotive machining		03410
Engine lathe operating		03411
Instrument making and repairing		03412
Machined parts inspecting		03413

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Machining		03414
Milling machine operating		03415
Toolmaking		03416
Tool grinding and repairing		03417
Turret lathe operating		03419
Layout working		03420
Planer operating		03421
Power saw operating		03422
Broaching machine operating		03423
Grinding machine operating		03424
Honing and lapping machine operating		03425
Profiling machine operating		03426
Shaper machine operating		03427
Die sinking		03428
Production machine operating		03429
Tool and gage checking		03430
Machine tool operating		03431
Gear cutting machine operating		03432
Machine tool inspecting		03433
Coinage die making		03441
Coinage die setting		03442
Ordnance machining		03443
Machinetool work supervising		03451
Pantograph machine operating		03452
Maintenance machining		03453
Springmaking		03454
General machine operating		03455
Aircraft engine parts reconditioning		03456
Aircraft engine reconditioned parts inspecting		03457
Aircraft engine machined components inspecting		03459
Aircraft parts reconditioning		03460
Machine tool work inspecting		03461
Test equipment repairing		03462
Propellant specimen cutting		03463
Parts reworking		03464
Aircraft engine cylinder reworking		03465
Pneumatic accessories repairing		03467
Metal cutting bandsaw operating		03468
Pneumatic accessories repair inspecting		03469
Machined components quality control inspecting		03470
Bearing quality control inspecting		03471
Dimensional measurement methods inspecting		03474
Precision measuring equipment inspecting		03475
Carbide toolmaking		03476
Parts rework machine operating		03477
Power hack saw operating		03478
Mechanical compressor repairing		03481
Gas turbine repairing		03482
Gas turbine and mechanical compressor repair inspecting.		03484
Experimental machining		03487
Experimental project machining		03488

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Miscellaneous general services and support work		03501
Laboring		03502
Housekeeping		03503
Ground maintenance		03504
Baggage handling		03505
Summer aid/student aid		03506
Deckhand-sailor		03507
Pipeline working		03508
Utilities maintenance working		03510
Laboratory working		03511
Studio-property handling		03512
Coin/currency checking		03513
Choker setting		03514
Laboratory support working		03515
Window washing		03540
Axeman		03541
Industrial cleaning		03542
Stevedoring		03543
Freight and baggage handling		03544
Pier facilities working		03545
Railroad repairing		03546
Sanitation services supervising		03551
Greenskeeping		03554
Workhand		03555
Greenhouse working		03560
Gardening		03562
Tree culture working		03563
Custodial working		03565
Janitor		03566
Door operating		03567
Aircraft freight loading		03568
Janitorial work inspecting		03569
Pest control		03570
Aircraft loadmaster		03571
Disposal working		03576
Miscellaneous structural and finishing work		03601
Cement finishing		03602
Masonry		03603
Tile setting		03604
Plastering		03605
Roofing		03606
Bricklaying		03607
Molding, materials		03608
Floor covering installing		03609
Insulating		03610
Glazing		03611
Stone cutting		03640
Stone carving		03641
Stone setting		03642
Terrazzo working		03643
Waterproofing		03644
Cement gun operating		03646
Grout caulking		03647

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Asphalt working		03653
Miscellaneous metal processing		03701
Flame/arc cutting		03702
Welding		03703
Blacksmithing		03704
Welding inspecting		03705
Core making		03706
Metalizing		03707
Metal process working		03708
Cast room working		03709
Furnace tending (foundry)		03710
Electroplating		03711
Heat treating		03712
Chipping		03713
Molding		03714
Smeltering		03715
Leadburning		03716
Anodizing		03717
Galvanizing		03718
Metal surface treating		03719
Brazing and soldering		03720
Shrink pit operating		03721
Cold working		03722
Casting machine operating		03723
Castings inspecting		03724
Battery repairing		03725
Spot welding		03726
Buffing and polishing		03727
Metal phototransferring		03735
Circuit board making		03736
Forgings heating		03740
Furnace operating		03741
Machine operating, rolling and cutting		03742
Retort operating		03743
Refining equipment operating		03744
Pilot plant equipment operating		03745
Rotary kiln operating		03746
Welder helping		03750
Metal processing supervising		03751
Aircraft welding		03752
Aircraft welding inspecting		03753
Production welding		03754
Welding machine operating		03755
Production welding inspecting		03756
Metal burning equipment operating		03757
Machine welding inspecting		03758
Oxygraph cutting torch operating		03759
Battery repair inspecting		03760
Electroplating inspecting		03761
Industrial electroplating inspecting		03762
Industrial electroplating		03763
Electroplating working		03764
Industrial radiography		03765

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Battery servicing		03767
Magnetic particle-liquid penetrant inspecting		03768
Shot peening machine operating		03769
Electroplating quality control inspecting		03770
Materials process quality control inspecting		03771
Experimental alloy processing		03782
Experimental welding		03783
Missile test facility welding		03784
Miscellaneous metal work		03801
Forging machine operating		03802
Punch press operating		03803
Coppersmithing		03804
Metal products inspecting		03805
Sheet metal mechanic		03806
Structural/ornamental iron working		03807
Boilermaker		03808
Mobile equipment metal mechanic		03809
Forgings heating operating		03810
Metal furniture making and repairing		03811
Heavy-duty fabrication machine operating		03812
Forgings inspecting		03813
Automotive or engineer equipment repairing (radiator).		03814
Pneumatic tool operating		03815
Engraving		03816
Locksmithing		03817
Springmaking		03818
Airframe jig fitting		03819
Shipfitting		03820
Blacksmithing		03830
Rolling and cutting machine operating		03831
Medal making		03832
Transfer engraving		03833
Electron tube making		03835
Reinforcing iron working		03840
Ornamental iron working		03841
Metal spinning machine operating		03842
Sheet and plate metal working		03843
Sheet and plant metal equipment operating		03844
Aircraft sheet metal template inspecting		03845
Metal phototransferring		03846
Airship hangar repairing/scaffold building (metal)		03847
Aircraft metal work supervising		03851
Aircraft sheet metal working		03853
Engine metal container repairing		03854
Metal container repairing		03855
Metal tube working		03856
Cable working		03857
Metal tank and radiator repairing		03858
Metal tank and radiator repair inspecting		03859
Mobile equipment metal working		03860
Aircraft sheet metal manufacturing		03861
Aircraft sheet metal work inspecting		03862
Aircraft engine sheet metal parts inspecting		03863

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Aircraft sheet metal template making		03864
Aircraft sheet metal parts repairing		03865
Aircraft engine sheet metal parts repairing		03866
Aircraft sheet metal parts repair inspecting		03867
Sheet metal work inspecting		03868
Metal forming machine operating		03869
Metal parts quality control inspecting		03870
Aircraft sheet metal quality control inspecting		03871
Metal tube making, installing, and repairing		03872
Metal tube inspecting		03873
Oil cooler working		03874
Experimental sheet metal parts fabricating		03880
Project sheet metal fabricating		03881
Aircraft sheet metal modifying		03882
Aircraft project sheet metal modifying		03883
Miscellaneous motion picture, radio, television, and sound equipment operation.		03901
Makeup working		03902
Studio grip		03903
Studio sound boom working		03904
Property handling		03905
Property handling (drapery)		03906
Property handling (wardrobe)		03907
Scenery working		03908
Motion picture film inspecting and reclaiming		03909
Motion picture projection		03910
Sound recording equipment operating		03911
Motion picture negative working		03912
Motion picture developing machine operating		03913
Motion picture printing machine operating		03914
Film slitting machine operating		03915
Film cleaning machine operating		03916
Magnastrip applicating machine operating		03917
Film searching		03918
Television equipment operating		03919
Broadcasting equipment operating		03940
Public address equipment operating		03941
Film library working		03954
Film inspecting and repairing		03956
Film acceptance inspecting		03957
Miscellaneous lens and crystal work		04001
Blocking (optical elements)		04002
Cementing (optical elements)		04003
Optical element working		04005
Grinding (optical elements)		04006
Plating (optical elements)		04007
Optical instrument assembling		04008
Lens coating		04009
Prescription eyeglass making		04010
Spectacle lens surfacing		04011
Optical etching		04012
Optical element inspecting		04013
Quartz crystal working		04015

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Data Representations—Continued

Name	Definition/Explanation	Code
Miscellaneous optical working		04040
Precision lens and prism and test plate making		04041
Miscellaneous painting and paperhanging		04101
Painting		04102
Paperhanging		04103
Sign painting		04104
Paint milling		04105
Wallboard taping		04106
Scenery painting		04110
Aircraft painting		04140
Painting inspecting		04141
Street designating and marking		04142
Automotive painting		04143
Industrial painting		04153
Production painting		04155
Instrument dial painting		04157
Miscellaneous plumbing and pipefitting		04201
Automatic sprinkler system installing and repairing		04202
Insulator		04203
Pipefitting		04204
Pipefitting (marine)		04205
Plumbing		04206
Steamfitting		04207
Sprinkler system inspecting and repairing		04208
Fire hydrant servicing		04209
Water meter installing		04240
Tapping machine operating		04241
Pipe caulking		04243
Pipefitting inspecting (marine)		04244
Pipefitting supervising		04251
Fuel distribution system mechanical		04255
Fuel distribution system inspecting		04256
Miscellaneous pliable materials work		04301
Model making (plastic)		04303
Plastic molding equipment operating		04351
Plastic fabricating		04352
Plastic working inspecting		04353
Transparent enclosure repairing		04354
Plastic work quality control inspecting		04355
Rubber products molding		04360
Rubber equipment repairing		04361
Glassblowing		04370
Plaster pattern casting		04371
Molding		04373
Core making		04374
Experimental plastic working		04382
Miscellaneous printing and reproduction		04401
Bindery working		04402
Hand composing		04403
Drafting (offset)		04404
Film assembling-stripping		04405
Letterpress operating		04406
Linotype machine operating		04407

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Data Representations—Continued

Name	Definition/Explanation	Code
Relief model reproduction		04408
Mounting		04409
Monotype casting machine operating and repairing		04410
Monotype keyboard operating		04411
Mimeograph operating		04412
Negative engraving		04413
Offset photography		04414
Plate graining		04415
Platemaking		04416
Offset press operating		04417
Printing plant equipment repairing		04418
Silk screen making and printing		04419
Transferring		04420
Chemical mixing		04421
Dot etching		04422
Pantograph engraving machine operating		04423
Multigraph operating		04424
Photoengraving		04425
Relief map model making		04426
Xerox operating		04427
Blueprint and diazo equipment operating		04428
Photostat operating		04429
Microphotography working		04430
Photo composition machine operating		04431
Compositor (paste-up)		04432
Proofreader/type placement equipment operating		04433
Stereotype platemaking		04440
Bookbinding		04441
Lithographic and printing working		04442
Miscellaneous duplicating equipment operating		04443
Fluid process plate maker		04444
Bank note designing		04445
Bank note engraving		04446
Sculptural engraving		04447
Siderographic transferring		04448
Electrolytic intaglio platemaking		04449
Intaglio die and plate finishing		04450
Power paper cutter operating		04451
Power collator operating		04452
Dye processing		04453
Ozalid operating		04460
Blueprint equipment operating		04461
Addressing equipment operating		04462
Lithographic quality control inspecting		04463
Typewriter composing machine operating		04491
Reviewers and revisers		04492
Proofreader		04493
Maker-up		04494
Imposer		04495
Electrotype molder and finisher		04496
Miscellaneous rubber work		04501
Tires and tube inspecting		04502

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Data Representations—Continued

Name	Definition/Explanation	Code
Rubber products fabricating and repairing		04503
Tires and tube repairing		04504
Survival equipment servicing		04505
Rubber products inspecting		04507
Rubber compounding		04508
Rubber work supervising		04551
Aircraft mechanic (rubber)		04553
Rubber equipment repairing		04554
Rubber quality control inspecting		04570
Miscellaneous woodwork		04601
Blocking and bracing		04602
Boat repairing		04603
Wood working		04604
Wood crafting		04605
Carpentry (marine)		04606
Carpentry		04607
Saw mill operating		04608
Crate making		04609
Carpentry (studio)		04610
Dunnage making		04611
Furniture repairing		04613
Model making (wood)		04614
Nailing machine operating		04615
Patternmaking		04616
Power saw operating (wood)		04617
Woodworking machine operating		04618
Wood body repairing		04619
Shoe last repairing		04620
Crating		04621
Crating inspecting		04622
Gun stock making and finishing		04623
Timber working		04639
Planer operating (sawmill)		04640
Milling		04641
Timber framing		04642
Wooden sign making		04643
Orthopedic devices woodworking		04644
Lathing		04645
Wallboard taping		04646
Carpenter helping		04650
Woodworking supervising		04651
Woodworking		04652
Woodworking inspecting		04653
Form block making		04654
Roof maintenance		04655
Industrial carpentry		04656
Floor and cabinet covering		04657
Crating and warehousing supervising		04658
Production crating		04659
Wood container assembling		04660
Wood container making		04661
Crating inspecting		04662

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Blocking and loading inspecting		04663
Wooden structures inspecting		04665
Lumber inspecting		04667
Reclamation lumber inspecting		04668
Miscellaneous general maintenance and operations work		04701
Construction supervising		04702
Construction and maintenance supervising		04703
Maintenance supervising		04704
Maintenance inspecting		04705
River and harbor construction and maintenance supervising		04706
Preventive maintenance working		04707
Instrument maker		04712
Model making		04714
Exhibits making/modeling		04715
Railroad car repairing		04716
Boat building and repairing		04717
General equipment mechanic		04737
Antenna tower installing and maintaining		04738
Buildings and grounds maintenance		04739
General facilities and equipment repairing		04740
General equipment operating		04741
Utility systems repairing-operating		04742
General inspecting		04743
Aeronautical and space research laboratory facilities supervising.		04744
Research laboratory mechanic		04745
Experimental mechanical equipment repairing		04746
Laboratory helping		04747
Model making (general)		04748
Maintenance mechanic		04749
Building maintaining		04752
Cemetary caretaking		04754
Construction and maintenance inspecting		04755
Roads and grounds maintenance supervising		04756
Caretaking		04757
Repair and maintenance estimating		04758
Rock bolt maintaining		04759
Miscellaneous general equipment maintenance		04801
Musical instrument repairing		04802
Fire extinguisher servicing		04803
Garden equipment repairing		04804
Medical equipment repairing		04805
Office appliance repairing		04806
Chemical equipment repairing		04807
Custodial equipment servicing		04808
Recreational equipment repairing		04809
Sponging equipment repairing		04810
Musical instrument inspecting		04811
Saw reconditioning		04812
Office appliance inspecting		04813

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***Data Representations*—Continued**

Name	Definition/Explanation	Code
Survey equipment servicing		04814
Chemical equipment inspecting		04815
Protective and safety equipment fabricating and repairing.		04816
Protective and safety equipment inspecting		04817
Radiology equipment repairing		04818
Bowling equipment repairing		04819
Vending machine repairing		04820
Scale building, installing, and repairing		04838
Film processing equipment repairing		04839
Tool and equipment repairing		04840
Window shade assembling, installing, and repairing		04841
Traffic and parking devices maintaining		04842
Navigation aids maintaining		04843
Bicycle repairing		04844
Orthopedic appliance repairing		04845
Gas cylinder repairing and charging		04846
Diamond drill setting		04847
Mechanical parts repairing		04848
Valve and pump repairing		04849
Bearing reconditioning		04850
Reclamation working		04851
Domestic appliance repairing		04855
Office appliance quality control inspecting		04870
Aids to navigation operating		04871
Miscellaneous plastic materials manufacturing		04901
Plastic materials making		04902
Plastic materials inspecting		04903
Miscellaneous plant and animal work		05001
Farming		05002
Gardening		05003
Cemetery caretaking		05004
Tree felling		05010
Choker setting		05012
Nursery working		05013
Airplane cargo packaging		05014
Airplane cargo dropping		05015
Smokechasing		05016
Portable pump operating		05017
Forest power tool operating		05018
Animal packing		05020
Forest working		05021
Forest fire fighting		05022
Dairy plant operating		05025
Pest controlling		05026
Crops research helping		05027
Soil research helping		05028
Poultry research helping		05029
Livestock research helping		05030
Insects production working		05031
Laboratory animal research helping		05032
Farm equipment operating		05033

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Dairy farming		05034
Livestock ranching/wrangling		05035
Irrigating		05036
Swineherding		05037
Beefherding		05038
Horse wrangling		05039
Radiation equipment attending		05040
Poultry farming		05041
Tree trimming and removing		05042
Greenhouse attending		05043
Livestock slaughtering		05044
Fur seal working		05045
Field support		05046
Animal caretaking		05048
Farm operation supervising		05051
Miscellaneous occupations		05201
Mine and tunnel working		05202
Blasting		05203
Broom and brush making		05204
Gas and radiation detecting		05205
Swimming pool operating		05206
Submarine and torpedo net rigging		05207
Thermochemical battery making		05208
Refuse collection, transfer, and disposal		05209
Rigging		05210
Gamma-ray logging instrument operating		05211
Laboratory worker		05212
Exhibits making		05213
Cartographic aids making		05214
Mining equipment maintaining		05215
Steward		05216
Shipwright		05220
Lofting		05221
Diving		05222
Airplane cargo dropping		05230
Test range tracking		05235
Miscellaneous industrial equipment maintenance		05301
Woodworking machine repairing		05302
Asbestos working		05303
Gas generating plant repairing		05304
Air conditioning equipment mechanic		05306
Shoe machine repairing		05307
Gas appliance repairing		05308
Heating and boiler plant equipment mechanic		05309
Kitchen/bakery equipment repairing		05310
Locksmithing		05311
Sewing machine repairing		05312
Elevator mechanic		05313
Gasoline distribution equipment repairing		05314
Millwright		05315
Laundry and dry cleaning equipment repairing		05317
Lock and dam repairing		05318

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Gasoline motor repairing		05319
Coffee plant equipment repairing		05320
Laundry and dry cleaning equipment inspecting		05321
Refrigeration and air-conditioning equipment inspecting.		05322
Oiling and greasing		05323
Powerhouse equipment repairing		05324
Utilities equipment control repairing		05325
Drawbridge repairing		05326
Powerhouse equipment repairing		05327
Hydraulic equipment repairing		05328
Machine tool and metal working machine repairing		05329
Printing equipment repairing		05330
Sponging equipment repairing		05333
Wind tunnel mechanic		05335
Dehumidification equipment repairing		05338
Well and irrigation pump repairing		05339
Sewage plant maintaining		05340
Industrial furnace building and repairing		05341
Mail processing equipment maintaining and repairing		05342
Conveyor maintaining and repairing		05343
Diesel and gasoline engine repairing		05344
Fish facilities repairing		05345
Aircraft launching and arresting devices repairing		05346
Aircraft launching and arresting devices inspecting		05347
Pumping equipment repairing		05348
Pumping plant and power plant repairing		05349
Machine and hand tool repairing		05351
Equipment mechanic		05352
Fixed industrial equipment inspecting		05353
Power plant equipment repairing		05354
Tramway maintenance mechanical		05355
Fixed industrial equipment maintenance supervising		05356
Air compressor repairing		05357
Evaporative cooler servicing		05358
Diesel-electric generator repairing		05359
Test machinery maintaining		05360
Power generating equipment mechanical		05361
Prefabricated metal working		05362
Airframe jig aligning		05363
Door systems mechanic		05364
Physiological trainer mechanic		05365
Cryogenic systems mechanical		05366
Power plant engine mechanical		05367
Pump repairing		05368
Fixed industrial equipment quality control inspecting		05370
Numerically controlled machine maintaining and repairing		05371
Powered support systems mechanic		05378
Test cell pressure systems mechanical		05379
Climatic facility maintaining		05380
Sewing machine modifying		05381
Test reactor control and instrumentation specialist		05382

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Data Representations—Continued

Name	Definition/Explanation	Code
Remote control mechanical equipment maintaining		05383
Gasdynamic facility installing and repairing		05384
Propellant system mechanical		05385
Miscellaneous industrial equipment operation		05401
Boiler plant operating		05402
Incinerator operating		05403
Operating engineer, gas systems		05404
Steam plant operating		05405
Utility systems operating		05406
Electric power controlling		05407
Sewage disposal plant operating		05408
Water treatment plant operating		05409
Asphalt plant operating/asphalt and/or concrete plant operating		05410
Air compressor operating		05411
Coal unloader operating		05412
Fuel distribution system operating		05413
Baling machine operating		05414
Air-conditioning equipment operating		05415
Coffee plant equipment operating		05416
Parts and equipment steam cleaner operating		05417
Parts and equipment cleaning inspecting		05418
Stationary-engine operating		05419
Alum plant operating		05420
Rubber compounding		05421
Fumigating and decontaminating equipment operating.		05422
Sandblasting		05423
Weighing machine operating		05424
Insect and rodent control		05425
Lock and dam operating		05426
Chemical plant operating		05427
Biological plant operating		05428
Chemical test unit operating		05429
Drawbridge operating		05430
Furnace operating, popping plant		05431
Fish facility operating		05432
Gas generating plant operating		05433
Bakery equipment operating		05434
Carton/bagmaking machine operating		05435
Sponging equipment operating		05436
Paper processing machine operating		05437
Elevator operator		05438
Testing/equipment operating		05439
Packaging machine operating		05440
Chemical research equipment operating		05441
Food/feed processing equipment operating		05444
Brick and cement products equipment operating		05445
Textile equipment operating		05446
Feed plant operating		05447
Cotton gin operating		05448
Pumping plant operating		05449
Conveyor operating		05450

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Utilities operation supervising		**05451**
Diesel electric generator operating		**05452**
Bridge crane operating		**05453**
Solvent still operating		**05454**
Paper pulping machine operating		**05455**
Processing machine operating		**05456**
Ion exchange system operating		**05457**
Sewage pumping station operating		**05458**
Industrial waste plant operating		**05459**
Waste pumping plant operating—maintaining		**05460**
Fuel distribution system operation inspecting		**05461**
Industrial washer system operating		**05462**
Electrical power dispatching		**05463**
Automatic canning machine operating		**05464**
Pinking machine operating		**05465**
Zyglo processing		**05466**
Incinerator plant working		**05467**
Building engineer		**05468**
Boiler water control working		**05469**
Control panel operating		**05470**
Gantry crane operating		**05471**
Steam plant distribution station working		**05472**
Oil reclamation equipment operating		**05473**
Preparation plant operating		**05475**
Concrete/mortar mixer operating		**05477**
Portable equipment operating		**05478**
Dredging equipment operating		**05479**
Climatic facility operating		**05480**
Nuclear reactor operating		**05481**
Climatic chamber operating		**05482**
Dam setting		**05483**
Counting machine operating		**05484**
Aircraft weight and balance operating		**05485**
Swimming pool operating		**05486**
Rotary well drilling		**05499**
Miscellaneous quarry work		**05501**
Quarry drilling machine operating		**05502**
Scalping machine operating		**05503**
Explosives detonating		**05504**
Crusher operating		**05505**
Miscellaneous currency, securities, coin and medal manufacturing.		**05601**
Coin press operating		**05602**
Upsetting equipment operating		**05603**
Automatic coin scales operating		**05604**
Coin counting machine operating		**05605**
Coin packaging machine operating		**05606**
Sweeps cellar operating		**05607**
Medal making		**05608**
Transfer engraving		**05609**
Coin, medal, and planchet inspecting		**05610**
Minting and refining helping		**05611**

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Data Representations–Continued

Name	*Definition/Explanation*	*Code*
Minting and refining skilled working		05612
Coinage operations and maintenance supervising		05613
Securities designing		05614
Intaglio die and plate finishing		05615
Bank note die sinking		05616
Electrolytic intaglio plate making		05617
Bank note engraving		05618
Intaglio plate printing		05619
Steel plate hardening		05620
Transferring, siderographic		05621
Securities processing and plant working		05622
Miscellaneous transportation/mobile equipment operation		05701
Amphibian truck operating		05702
Motor vehicle operating		05703
Fork lift operating		05704
Tractor operating		05705
Road sweeper operating		05706
Tank driving		05707
Truck driving		05708
Warehouse tractor operating		05709
Crane-shovel operating		05710
Mud jack operating		05711
Electric bridge crane operating		05712
Concrete or mortar mixer operating		05713
Staff car operating		05714
Diesel tender operating		05715
Engineering equipment operating		05716
Gantry crane operating		05717
Grading equipment operating		05718
Heavy duty earth hauling equipment operating		05719
Lumber carrier operating		05720
Motor grader operating		05721
Rigging		05722
Boat operating		05723
Ship operating		05724
Crane operating		05725
Trench digging machine operating		05726
Warehouse crane operating		05727
Crane groundsman working		05728
Drill rig operating		05729
Core drill inspecting		05730
Mining/tunneling machine operating		05731
Pneumatic tool operating		05732
Wheel operating		05734
Braking-switching and conducting		05736
Locomotive engineering		05737
Railroad maintenance vehicle operating		05738
Ditch cleaner operating		05739
Loading equipment operating		05741
Well drilling equipment operating		05742
Trash rack equipment operating		05743

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Heavy tractor operating		**05744**
Weed control equipment operating		**05745**
Roller operating		**05746**
Concrete pump operating		**05747**
Mobile power tool and equipment operating		**05748**
Cement gun mixing machine operating		**05749**
Mobile equipment operation supervising		**05751**
Mobile equipment driving testing		**05752**
Light vehicle operating		**05753**
Medium vehicle operating		**05754**
Heavy vehicle operating		**05755**
Tractor trailer operating		**05756**
Ambulance operating		**05757**
Reclamation crash truck operating		**05758**
Aircraft light towing equipment operating		**05759**
Aircraft heavy towing equipment operating		**05760**
Earth and refuse handling equipment operating		**05761**
Automotive vehicle operation supervising		**05762**
Light crane operating		**05763**
Solid propellant missile attending		**05764**
Locomotive crane operating		**05765**
Excavating equipment operating		**05766**
Airfield clearing equipment operating		**05767**
Aircraft refueling vehicle operating		**05768**
Test crane operating		**05780**
Miscellaneous transportation/mobile equipment maintenance.		**05801**
Engineer equipment inspecting		**05802**
Heavy mobile equipment mechanic		**05803**
Diesel engine repairing		**05804**
Fire protection equipment repairing		**05805**
Mobile equipment servicing		**05806**
Combat vehicle repairing		**05807**
Combat vehicle inspecting		**05808**
Combat vehicle repairing (fuel and electrical systems)		**05809**
Motorcycle repairing		**05811**
Automotive equipment inspecting		**05814**
Automotive equipment testing		**05816**
Automotive or engineer equipment repairing (fuel and electrical systems.)		**05818**
Automotive equipment repairing (frame and wheel aligning)		**05821**
Automotive equipment repairing (engine rebuilding)		**05822**
Automotive mechanic		**05823**
Automotive or engineer equipment repairing (wheels and brakes)		**05825**
Drill equipment repairing		**05827**
Warehouse materials handling equipment repairing		**05828**
Farm equipment repairing		**05840**
Automotive and engineering equipment repairing		**05841**
Diesel engine inspecting		**05842**
Warehouse materials handling equipment inspecting		**05843**

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Automotive repair estimating		05844
Heavy duty equipment repair estimating		05845
Mobile equipment maintenance supervising		05851
Mobile equipment inspection supervising		05852
Industrial engine disassembling		05853
Industrial engine assembling		05854
Industrial engine testing		05855
Industrial engine assembly inspecting		05856
Powered ground equipment repairing		05857
Powered ground equipment repair inspecting		05858
Mobile equipment storage conditioning		05859
Mobile equipment accessory repairing		05861
Mobile equipment accessory repair inspecting		05862
Mobile equipment gear case repairing		05863
Mobile equipment repairing		05865
Automotive tire mounting		05866
Mobile equipment frame straightening		05867
Mobile equipment quality control inspecting		05870
Mobile equipment tire and wheel assembly inspecting.		05871
Mobile equipment servicing		05872
Mobile equipment repair inspecting		05873
Diesel-electric locomotive mechanical		05874
Diesel-electric locomotive repair inspecting		05875
Electromotive equipment mechanic		05876
Fire and crash truck mechanical		05877
Powered ground equipment mechanical		05878
Powered ground equipment condition inspecting		05880
Mobile equipment condition inspecting		05881
Miscellaneous marine operations		05901
Amphibian truck operating		05902
Boat operating		05903
Bucket dredge operating		05904
Deck equipment operating		05905
Deckhand-seaman		05906
Derrickboat operating		05907
Dipper dredge operating		05908
Dredging equipment operating		05909
Barge operating		05910
Engineer (diesel)		05911
Engineer (diesel-electric)		05912
Engineer (steam)		05913
Engineer (steam electric)		05914
Fireman-watertender		05915
Hyacinth removal plant operating		05916
Master-mate (hopper dredge)		05917
Master-mate (ocean-going vessels, large surveys boats, towboats and/or tugs)		05918
Master-mate (pipeline dredge)		05919
Pile driver operating (floating plant)		05920
Pilot		05921
Pipelineman		05922

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***Data Representations*–Continued**

Name	*Definition/Explanation*	Code
Quartermaster		05923
Revetment working		05924
Shipkeeping		05925
Wiper-oiler		05926
Quarterboat utilities operating		05927
Scowman		05928
Master-mate (snagboat)		05929
Debris working (marine)		05930
Dockhand		05931
Dockmaster		05932
Seaman-fisherman		05943
Cook-seaman		05944
Floating crane operating		05945
Work barge equipment operating		05946
Motor barge operating		05947
Marine engineering (general)		05948
Master-mate (fishing vessel)		05949
Radio officer		05950
Purser		05951
Railroad operation supervising		06001
Brakeman		06002
Brakeman and conductor		06003
Locomotive engineer		06004
Locomotive firing		06005
Yardmaster		06006
Subway car operating		06040
Dinkey engineering		06041
Train baggageman		06042
Railroad car inspecting		06055
Miscellaneous railroad maintenance		06101
Locomotive electrical systems repairing		06102
Locomotive inspecting		06103
Locomotive repairing		06104
Railroad car repairing		06105
Railroad repairer		06106
Railroad car inspecting		06146
Power ballaster operating		06147
Track laying machine operating		06148
Railroad car oiling		06149
Railroad maintenance vehicle operator		06150
Carman		06198
Miscellaneous marine maintenance		06201
Fender making		06202
Marine equipment repairing		06203
Ship rigging		06205
Loftsman		06206
Pier facilities working		06207
Diving		06208
Marine equipment inspecting		06210
Ships surveyor (general)		06216
Ship fleet maintaining		06240
Shipbuilding inspection supervising		06248

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Boat repairing		06249
Marine maintenance inspecting		06251
Marine storage conditioning		06252
Marine engine repairing		06253
Miscellaneous ammunition, explosives, and toxic materials work		06501
Explosives operating		06502
Powder operating		06504
Munitions destroying		06505
Ammunition loading inspecting		06506
Powder and explosives inspecting		06507
Blasting		06510
Missile/toxic materials handling		06511
Toxic material handling		06512
Explosives gage and weighing machine operating		06513
Surveillance inspecting		06514
Small arms ammunition inspecting		06515
Munitions making		06516
Explosives test operating		06517
Munitions working		06552
Miscellaneous armament work		06601
Artillery assembling		06602
Artillery disassembling		06603
Artillery inspecting		06604
Artillery repairing		06605
Artillery testing		06606
Small-arms assembling		06607
Small-arms disassembling		06608
Small-arms inspecting		06609
Small-arms repairing		06610
Ammunition timing devices assembling		06611
Guided missile mechanical installing and repairing		06612
Guided missile mechanical inspecting		06613
Ordnance repairing (torpedo)		06640
Ordnance equipment mechanic		06641
Ordnance mechanical assemblies inspecting		06642
Ordnance systems inspecting		06643
Armament quality control inspecting		06645
Armament work supervising		06651
Aircraft ordnance systems mechanic		06652
Aircraft armament turret working		06653
Armament work inspecting		06654
Special weapons systems mechanic		06656
Special weapons inspecting		06657
Tow target servicing		06658
Egress and jettison systems mechanical		06659
Gunsmithing		06660
Aircraft ejection seat repairing		06661
Gun and cannon repairing		06662
Cartridge actuated devices repairing		06663
Small arms servicing		06664
Missile launcher repairing		06665

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***Data Representations*—Continued**

Name	Definition/Explanation	Code
Miscellaneous manufacture and repair shop operation		06701
Shop checking		06702
Production planning		06703
Production estimating		06704
Materials expediter		06705
Expenditure order writing		06706
Miscellaneous warehousing and stock handling		06901
Lumber handling		06902
Coal handling		06903
Tools and parts attending		06904
Warehousing (bin)		06905
Warehousing (bulk)		06906
Warehouse working		06907
Warehousing-forklift operating		06908
Materials expediting		06910
Salvage labor		06911
Material sorting and classifying		06912
Store working		06914
Train-baggage handling		06920
Grain fleet working		06940
Bulk money handling		06941
Lightman		06942
Powder storing		06943
Aircraft storing		06944
Medical and dental supplies inspecting		06945
Supply inspection supervising		06946
Supply work supervising		06951
Service station operating		06954
Service station attending		06955
Supply processing and delivery		06956
Parts routing		06957
Parts expediting		06958
Stock handling		06959
Warehousing		06960
Freight checking		06961
Materials processing		06962
Tool crib attending		06963
Stock room attending		06964
Materials and equipment inspecting		06965
Identification and condition verifying		06966
Personal flight equipment handling		06967
Aircraft freight loading		06968
Aircraft missile loading		06969
Miscellaneous packing and processing		07001
Packing		07002
Packing inspecting		07003
Preservation packaging		07004
Processing inspecting		07005
Preservation service		07006
Mechanical equipment processing inspecting		07007
Strapping and marking		07008

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Data Representations—Continued

Name	Definition/Explanation	Code
Equipment cleaning		07009
Parachute packing		07010
Packing and processing supervising		07051
Preservation-packing		07053
Light preservation packing		07054
Preservation and packing working		07055
Parcel post packing		07056
Publications packing		07057
Preservative dipping		07058
Preservation packing inspecting		07059
Cryptographic material packing		07060
Household goods shipment inspecting		07069
Packaging quality control inspecting		07070
Experimental packaging		07080
Miscellaneous laundry, dry cleaning, and pressing		07301
Laundry marking, classifying and sorting		07302
Laundry receiving and shipping		07303
Laundry working		07304
Laundry machine operating		07305
Pressing		07306
Dry cleaning		07307
Laundry mending		07308
Laundry foreman		07351
Dry cleaning plant foreman		07352
Marking, sorting, and checking		07353
Laundry press operating		07354
Garment pressing		07355
Laundry supervising		07356
Laundry sewing machine operating		07357
Miscellaneous food preparation and serving		07401
Baking		07402
Baking (pastry)		07403
Cooking		07404
Bartending		07405
Dough mixing		07406
Meatcutting		07407
Food service working		07408
Fat rendering		07409
Ice cream making		07410
Livestock slaughtering		07411
Waiter		07420
Counterwoman (man)		07441
Diet cooking		07452
Table waiting		07453
Pantryman		07454
Diet working		07455
Meat wrapping		07465
Porter		07494
Dishwasher		07495
Miscellaneous medical services		07501
Laboratory, dispensary, and hospital working		07502

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Ward attending		07504
Medical and dental unit working		07540
Nursery attending		07555
Miscellaneous personal services		07601
Store worker		07602
Barbering		07603
Clothing fitting		07604
Shoe fitting		07605
Personal servicing		07606
Mortuary attending		07607
Wardrobe handling		07608
Bus attending		07640
Beautician		07641
Clothing sales clerk		07642
Clerk-tailor		07643
Merchandise sales		07644
Commissary operation supervising		07651
Commissary stock handling		07652
Produce attending		07655
Display fabricating		07660
Meat wrapping		07666
Meat market attending		07667
Miscellaneous animal caretaking		07701
Teamster		07702
Stable hand		07703
Riding (horse)		07704
Training (horse and mule)		07705
Animal caretaker		07706
Fish hatchery working		07740
Poundkeeping		07741
Weir working		07742
Miscellaneous fluid systems maintenance		08201
Aircraft pneumatic systems repairing		08203
Aircraft pneumatic systems inspecting		08204
Fluid system work supervising		08251
Fluid system work inspector supervising		08252
Fluid system components working		08253
Fluid system components servicing		08254
Pneudraulic systems mechanic		08255
Fluid system components inspecting		08256
In-flight refueling equipment repairing		08257
In-flight refueling equipment inspecting		08258
Fluid system quality control inspecting		08259
Aircraft brake repairing		08260
Aircraft brake inspecting		08261
Landing gear repairing		08262
Landing gear inspecting		08263
Hydraulic power supply repairing		08264
Servo hydraulic components testing		08265
Hydraulic transmission repairing		08266
Hydraulic transmission inspecting		08267

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Aircraft pneudraulic systems mechanic		08268
Hydromechanical fuel control repairing		08270
Hydromechanical fuel control inspecting		08271
Pneumatic accessories repairing		08272
Pneumatic accessories inspecting		08273
Turbine powered systems repairing		08274
Turbine powered systems inspecting		08275
Hydrostatic equipment working		08276
Hydrostatic equipment inspecting		08277
Aircraft oxygen systems repairing and installing		08278
Missile systems mechanical		08279
Experimental aircraft engine accessory testing		08280
Landing gear test mechanical		08281
Hydraulic components tests mechanical		08282
Hydraulic test cabinet operating		08283
Pneudraulic training devices fabricating		08284
Missile mechanical systems inspecting		08285
Miscellaneous instrumentation		08301
Research instrumentation installation inspecting		08302
Instrumentation supervising		08351
Instrumentation devices fabricating		08353
Instrumentation systems modifying		08354
Airborne instrumentation analyzing		08355
Range instrumentation analyzing		08356
Aircraft engine test cell instrumentation calibrating		08357
Miscellaneous reclamation work		08401
Reclamation working		08452
Industrial shop working		08453
Hose assembling		08454
Bearing reclaiming		08455
Bearing inspecting		08456
Parts reworking		08457
Parts inspecting		08458
Mechanical components repairing		08459
Mechanical components inspecting		08460
Miscellaneous aircraft propeller overhaul		08501
Aircraft propeller overhaul supervising		08551
Aircraft propeller disassembling		08552
Aircraft propeller assembling		08553
Aircraft propeller mechanical		08554
Aircraft propeller overhaul inspecting		08555
Aircraft propeller blade straightening		08556
Aircraft propeller assembly inspecting		08557
Aircraft propeller quality control inspecting		08570
Experimental aircraft propeller modifying		08580
Experimental helicopter rotor modifying		08582
Experimental propeller controls testing		08584
Propeller-rotor electric whirl testing		08586
Miscellaneous engine overhaul		08601
Aircraft engine mechanic		08602
Aircraft engine accessories and parts repairing		08603

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Small engine mechanic		08610
Fluid systems components working		08630
Aircraft power unit assembling		08640
Aircraft power unit assembly inspecting		08641
Aircraft engine cylinder assembling		08642
Aircraft engine piston assembling		08643
Aircraft engine oil analyzing		08645
Aircraft engine overhaul supervising		08651
Aircraft engine overhaul inspecting		08652
Aircraft engine disassembling		08653
Aircraft engine pickling		08654
Aircraft engine assembly supervising		08655
Aircraft engine assembly inspector supervising		08656
Aircraft piston engine sub-assembling		08657
Aircraft piston engine assembling		08658
Aircraft piston engine assembly inspecting		08659
Aircraft jet engine sub-assembling		08660
Aircraft jet engine assembling		08661
Aircraft jet engine assembling inspecting		08662
Aircraft piston engine mechanical		08663
Aircraft jet engine mechanical		08664
Aircraft engine storage processing		08665
Aircraft engine storage process inspecting		08666
Aircraft engine test supervising		08667
Aircraft piston engine testing		08668
Aircraft piston engine test inspecting		08669
Aircraft jet engine testing		08670
Aircraft jet engine test inspecting		08671
Turbine powered starter mechanical		08672
Turbine powered starter overhaul inspecting		08673
Engine parts coating		08674
Liquid fuel rocket engine mechanic		08675
Jet engine compressor-turbine assembly inspecting		08676
Jet engine compressor assembling		08677
Aircraft piston engine test assembling		08678
Aircraft jet engine test assembling		08679
Experimental aircraft engine modifying		08680
Experimental aircraft engine accessory testing/Jet engine rotor balancing		08681
Experimental aircraft engine test inspecting		08682
Experimental rocket sled mechanical		08683
Aircraft engine quality control inspecting		08684
Experimental rocket engine testing		08685
Experimental rocket engine inspecting		08686
Experimental rocket facility mechanical		08687
Experimental aircraft engine testing		08688
Experimental aircraft engine test mechanical		08689
Experimental missile system mechanical		08690
Liquid fuel rocket engine quality control inspecting		08691
Aircraft engine gearbox testing		08692
Experiment nuclear engine components testing		08693

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Data Representations—Continued

Name	Definition/Explanation	Code
Fuels and lubricants test equipment operating		08694
Missile electrical power plant repairing		08695
Electric propulsion testing		08696
Liquid fuel rocket engine testing		08697
Liquid fuel rocket engine overhaul inspecting		08698
Rocket propellant testing		08699
Miscellaneous manufacture, repair, and industrial support supervising.		08701
Quality control inspector supervising		08702
Aircraft components inspector supervising		08703
Aircraft components repair supervising		08705
Aircraft associated equipment inspecting		08706
Missile maintenance supervising		08707
Aircraft and systems overhaul supervising		08755
Precision equipment calibration supervising		08756
Manufacture and repair inspector supervising		08757
Aircraft and systems overhaul inspector supervising		08758
Manufacture and repair inspecting		08759
Industrial shop services supervising		08760
Miscellaneous aircraft overhaul		08801
Airship erecting and repairing		08802
Aircraft pneumatic systems repairing		08803
Aircraft pneumatic systems inspecting		08804
Aircraft plaster patternmaking		08805
Aircraft examining		08806
Aircraft propeller/rotor mechanic		08807
Aircraft overhaul supervising		08851
Aircraft mechanic		08852
Aircraft overhaul inspecting		08853
Aircraft disassembling		08854
Aircraft repairing		08855
Airframe assembly inspecting		08856
Airframe parts assembling		08857
Aircraft metal surfaces conditioning		08858
Aircraft storage conditioning		08859
Aircraft storage condition inspecting		08860
Solid propellant missile repairing		08861
Aircraft servicing		08862
Aircraft tire mounting		08863
Solid propellant missile mechanical		08864
Flight mechanic		08865
Solid propellant missile inspecting		08866
Aircraft disassembly inspecting		08867
Aircraft mechanical components repairing		08868
Aircraft hardware repairing		08869
Aircraft quality control inspecting		08870
Aircraft integral tank sealing		08871
Helicopter mechanical		08872
Aircraft work sequencing		08873
Gas cylinder serviceman (aircraft)		08874
Flight line mechanical		08875
Damaged aircraft inspecting		08876

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Aircraft services inspecting		08877
Aircraft weight and balance inspecting		08879
Experimental aircraft test mechanical		08880
Experimental aircraft inspecting		08881
Airframe test operating		08882
Tension patch working		08883
Escape and recovery systems mechanical		08886
Balloon launching		08887
Wind tunnel maintaining		08888
Aerodynamic model instrumentating		08889
Mechanical training devices fabricating		08890
Experimental rocket sled brake servicing		08891
Experimental rocket sled inspecting		08893
Research rocket mechanical		08894
Experimental aircraft modifying		08895
Aerodynamic research mechanical		08897
Miscellaneous film processing		09001
Film assembling and repairing		09003
Motion picture developing/printing machine operating		09004
Photographic solution mixing		09055
X-ray film processing		09094
Miscellaneous Vessel Jobs Excluded from the Federal Wage System by 5 U.S.C. 5342		09801
Master		09802
Deck officer		09803
Junior deck officer		09804
Radio officer		09805
Radio officer (freighter)		09806
Relief deck officer		09807
Alaska pilot		09808
Damage control instructor		09809
Deck cadet		09810
Boatswain		09811
Boatswain (freighter)		09812
Carpenter		09813
Carpenter (freighter)		09814
Master-at-arms		09815
Watchman (fire)		09816
Yeoman (deck)		09817
Storekeeper (deck)		09818
Yeoman-storekeeper (deck)		09819
Boatswain's mate		09820
Boatswain's mate (heavy lift operator)		09821
Boatswain's mate (day)		09822
Boatswain's mate (watch)		09823
Carpenter's mate		09824
Able seaman		09825
Able seaman maintenance		09826
Chief engineer		09827
Assistant engineer		09828
Assistant engineer (day)		09829
Relief engineer		09830

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Engine cadet		09831
Deck engineer		09832
Chief electrician (P-2 turbo-electric)		09833
Chief electrician		09834
Refrigeration engineer (refrigerated cargo)		09835
Refrigeration engineer (passenger and dry cargo)		09836
Refrigeration engineer (day)		09837
Machinist		09838
Plumber		09839
Plumber-machinist		09840
Deck engineer-machinist		09841
Student observer (unlicensed junior engineer)		09842
Yeoman (engine)		09843
Storekeeper (engine)		09844
Yeoman-storekeeper (engine)		09845
Pumpman		09846
Assistant electrician		09847
Electrician (watch)		09848
Electrician		09849
Electrician (day)		09850
Electrician-maintenance		09851
Electrician (watch P-2 turbo-electric)		09852
Engine utilityman		09853
Evaporator-utilityman		09854
Oiler		09855
Oiler (diesel)		09856
Refrigeration oiler		09857
Fireman (oil)		09858
Wiper		09859
Steward		09860
Steward (freighter)		09861
Steward (troop mess)		09862
Steward (sanitation)		09863
Stewardess		09864
Steward-cook (freighter)		09865
Chief cook		09866
Chief cook (freighter)		09867
Yeoman (steward)		09868
Storekeeper (steward)		09869
Yeoman-storekeeper (steward)		09870
Baker		09871
Butcher		09872
Cook		09873
Cook-baker (freighter)		09874
Night cook and baker (freighter)		09875
Deck steward		09876
Cook (freighter)		09877
Galleyman		09878
Messman		09879
Utilityman		09880
Linenkeeper		09881
Waiter		09882

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Room steward		09883
Porter		09884
Pantryman		09885
Night pantryman		09886
Laundry foreman		09887
Laundryman		09888
Purser (freighter)		09889
Yeoman-storekeeper (purser)		09890
Surgeon		09891
Nurse		09892
Orderly		09893
Electronic chassis repairing		26100
Microwave and telemetering equipment repairing		26101
Missile electronic components repair inspecting		26102
Television station maintaining		26103
Airborne electronic computer repairing		26104
Airborne digital computer repairing		26105
Aircraft and weapons control system analyzing		26106
Ground electronic computer repairing		26107
Ground radar repairing		26108
Electronic computer quality control inspecting		26110
Missile electronic quality control inspecting		26111
Missile flight control system mechanical		26112
Missile guidance system mechanical		26113
Missile systems analyzing		26114
Missile maintenance supervising		26115
Flight trainer analyzing		26116
Bombing-navigational-trainer analyzing		26117
Fire control trainer analyzing		26118
Ground radar trainer analyzing		26119
Flight trainer subsystem repairing		26120
Training devices electronic components repairing		26121
Flight trainer inspecting		26122
Radar trainer inspecting		26123
Trainer devices repair supervising		26124
Electronic training devices fabricating and repairing		26125
Meteorological equipment repairing		26126
Flight trainer repairing		26127
Missile guidance validation equipment operating		26128
Radar installing		26129
Guided aircraft missile analyzing		26130
Airborne detection and warning systems		26131
Inertial guidance digital computer repairing		26132
Inertial guidance system analyzing		26133
Vibration equipment operating		26134
Missile electronic systems maintenance supervising		26135
Electronic photographic systems repairing		26136
Supervisor—mechanic—weapons system		26951
Inspector—advance base electrical service equipment		28901
Inspector—ships electrical systems (nuclear)		28902
Supervisor—aircraft fabric and rubber repair		31950
Timekeeping instrument repair inspecting		33100

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Flight control system installing		33101
Flight control system installation inspecting		33102
Instrument installing		33103
Instrument installation inspecting		33104
Aircraft instrument and control systems inspecting		33105
Electrical test equipment repair inspecting		33106
Computer repairing		33107
Computer repair inspecting		33108
Electromechanical computer repairing		33109
Electromechanical computer repair inspecting		33110
Restrained gyro repairing		33111
Electrical gyro repair inspecting		33112
Pneumatic gyro repair inspecting		33113
Pressure indicating instrument repairing		33114
Pressure instrument repair inspecting		33115
Computer memory repairing		33116
Inertial platform alignment set repairing		33117
Supervisor—central tool shop		34950
Supervisor—central tool and service shops		34951
Master mechanic—tool shop		34952
Master mechanic—mechanical and machinery group		34953
Furnaceman (foundry)		37902
Chainmaker		37903
Hammer runner		37904
Combination welding		37905
Electric welding		37906
Gas welding		37907
Heat treater (aviation)		37908
Lead burner		37909
Supervisor—plating and polishing shop		37951
Inspector—missile containers		38902
Supervisor—metal working shop		38950
Motion picture film processor		39901
Model surfacer and finisher		41901
Supervisor—pipefitter and coppersmith		42950
Master mechanic—outfitting group		42952
Bindery operations supervising		44250
Letterpress composition supervising		44251
Letterpress printing supervising		44252
Letterpress printing and bindery supervising		44253
Letterpress printing and lithographic preparation supervising		44254
Lithographic preparation supervising		44255
Lithographic press operation supervising		44256
Lithographic printing supervising		44257
Lithographic printing and bindery supervising		44258
Machine binding supervising		44259
Printing supervising		44260
Shop planner—printing		44901
Photocopy equipment operator		44902
Negative engraver		44903

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Data Representations—**Continued**

Name	*Definition/Explanation*	*Code*
Cooper		46901
Grounds supervising		47250
Transportation equipment maintenance and operation supervising		47251
General facilities and equipment inspection supervising.		47252
Supervisor—public works and experimental fabrication		47950
Supervisor—mechanic—mine defense laboratory		47952
Master mechanic aeronautical engine laboratory		47953
Master mechanic—engineering department shops		47955
Supervisor—mechanical		52950
Supervisor—mechanic—paint and sheet metal shop		52951
Supervisor—aircraft plant maintenance		52952
Supervisor—mechanic—utility overhaul shops		52953
Supervisor—sanitation		52954
Supervisor—miscellaneous shops		52955
Master mechanic—model basin shops		52956
Supervisor—temporary service shops		52957
Supervisor—mechanic—service shops		52958
Watchman		52999
Heating and refrigeration equipment repairing		53250
Estimator-machine tool repair		53902
Evaporator operating		54250
Flotation plant operating		54251
Desilting works operating		54252
Stationary engineer		54253
Helium plant operating		54254
Helium plant working		54255
Pumping plant and electric substation operating		54256
Electric substation operating		54257
Pump operating		54258
Spray dryer operating		54259
Dust collector operating		54260
Cableway operating		54261
Hoist operating		54262
Conveyor operating		54263
Treating equipment operating		54264
Ball mill operating		54265
Oil reclamation equipment operating		54266
Perishable oils storage plant operating		54267
Impregnating machine operating		54268
Table machine operating		54269
Leaching plant operating		54271
Water and power system operating		54272
Stationary engineering, power plant		54273
Oil filter operating		54274
Water system operating		54275
Dry kiln operating		54276
Dehumidification equipment operating		54277
Fuel operations supervising		54278
Automatic weighing equipment operating		54279
Pulverizing equipment operating		54280

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Supervisor—perishable oils storage		54950
Supervisor—sewage disposal plant		54951
Supervisor—sewage disposal and water treatment plants.		54952
Power auger operating		57251
Oil distributor operating		57252
Asphalt spray equipment operating		57253
Inspector—advance base mechanical service equipment.		58902
Estimator—materials handling equipment repair		58903
Supervisor—mechanic—construction equipment depot.		58950
Supervisor—field equipment repair		58951
Master		59251
Deck officer		59252
Junior deck officer		59253
Radio officer		59254
Radio officer (freighter)		59255
Relief deck officer		59257
Alaska pilot		59258
Damage control instructor		59259
Deck cadet		59260
Boatswain		59261
Boatswain (freighter)		59262
Carpenter		59263
Carpenter (freighter)		59264
Master-at-arms		59265
Watchman (fire)		59267
Yeoman (deck)		59268
Storekeeper (deck)		59269
Yeoman-storekeeper (deck)		59270
Boatswain's mate		59271
Boatswain's mate (heavy lift operator)		59272
Boatswain's mate (day)		59273
Boatswain's mate (watch)		59274
Carpenter's mate		59275
Able seaman		59276
Able seaman maintenance		59277
Chief engineer		59279
Assistant engineer		59280
Assistant engineer (day)		59281
Relief engineer		59282
Engine cadet		59283
Deck engineer		59284
Chief electrician (P–2 turbo-electric)		59285
Chief electrician		59286
Refrigeration engineer (refrigerated cargo)		59287
Refrigeration engineer (passenger and dry cargo)		59288
Refrigeration engineer (day)		59289
Machinist		59290
Plumber		59291
Plumber-machinist		59292
Deck engineer-machinist		59293

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Student observer (unlicensed junior engineer)		59294
Yeoman (engine)		59295
Storekeeper (engine)		59296
Yeoman-storekeeper (engine)		59297
Pumpman		59298
Assistant electrician		59299
Electrician (watch)		59300
Electrician		59301
Electrician (day)		59302
Electrician-maintenance		59303
Electrician (watch P–2 turbo-electric)		59304
Engine utilityman		59305
Evaporator-utilityman		59306
Oiler		59307
Oiler (diesel)		59308
Refrigeration oiler		59309
Fireman (oil)		59310
Wiper		59312
Steward		59313
Steward (freighter)		59314
Steward (troop mess)		59315
Steward (sanitation)		59316
Stewardess		59317
Steward-cook (freighter)		59318
Chief cook		59319
Chief cook (freighter)		59320
Yeoman (steward)		59321
Storekeeper (steward)		59322
Yeoman-storekeeper (steward)		59323
Baker		59324
Butcher		59325
Cook		59326
Cook-baker (freighter)		59327
Night cook and baker (freighter)		59328
Deck steward		59329
Cook (freighter)		59330
Galleyman		59331
Messman		59332
Utilityman		59333
Linenkeeper		59334
Waiter		59335
Room steward		59336
Porter		59337
Pantryman		59338
Night pantryman		59339
Laundry foreman		59340
Laundryman		59341
Storekeeper (steward)		59342
Purser (freighter)		59344
Yeoman-storekeeper (purser)		59345
Surgeon		59346
Nurse		59347

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Orderly		59348
Supervisor—railroad transportation		60950
Anglesmith (other fires)		62901
Flange turner		62902
Inspector—ships hull (wood construction)		62904
Ship surveyor—hull and mechanical systems		62905
Inspector—ships mechanical systems and piping (nuclear)		62906
Inspector—ships structures (nuclear)		62907
Supervisor—shipwright and dockmaster		62950
Supervisor—mechanic—marine engineering naval academy.		62951
Supervisor—mechanic—ship maintenance and repair		62952
Supervisor—mechanic—structural shops		62953
Supervisor—ammunition and explosives		65950
Supervisor—ordnance man		66950
Supervisor—mechanic—ordnance		66951
Supervisory planner and estimator		67950
Supervisory progressman		67951
Supervisory ship progressman		67952
Supervisory ship scheduler		67953
Supervisory ship surveyor		67954
Laundry and dry cleaning supervising		73250
Commissary supervising		74250
Commissary and laundry supervising		74251
Pantry working (special diets)		74252
Aircraft inspection supervising		88250
Inspector—flight test instrumentation systems		88902
Supervisor—aircraft overhaul and repair		88951
Supervisor—mechanic—aeronautical research laboratory		88952

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ORGANIZATION IDENTIFICATION CPDF-ORG-001

Implementation Date: March 1972.
Definition: The unique identification of an agency of the Federal Government and, in some cases, the first administrative subdivisions of the agency.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Elements(s)

Title and Definition	*Size/ Class*
Agency code—The agency and, sometimes, the bureau or first administrative subdivision of the agency, in which the person is employed.	4A/N

Data Representations

Name	*Definition/Explanation*	*Code*
	The first two positions of the code are the code for the agency, the last two positions of the code are the bureau or first administrative subdivision of the agency. In cases where no subelement codes have been assigned to an agency, the last two positions of the code are always zero-filled.	
	LEGISLATIVE BRANCH	
Architect of the Capitol		LA00
Botanic Garden		LB00
Congress:		
U.S. Senate Disbursing Office		LL01
House of Representatives—Members		LL02
House of Representatives—Sergeant at Arms		LL03
Commission on Security and Cooperation in Europe.		LL04
Congressional Budget Office		LD00
Copyright Royalty Tribunal		LR00
Cost Accounting Standards Board		CJ00
General Accounting Office		LG00
Government Printing Office		LP00
Library of Congress		LC00
Motor Carrier Ratemaking Study Commission		LJ00
Office of Technology Assessment		LH00
United States Tax Court		LT00
	JUDICIAL BRANCH	
Judicial Branch:		
Administrative Office of the U.S. Courts		JL01
Supreme Court of U.S.—Office of the Marshal		JL02

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	EXECUTIVE BRANCH (EXECUTIVE OFFICE OF THE PRESIDENT)	
Council of Economic Advisors		CE00
Council on Environmental Quality		EQ00
Council on Wage and Price Stability		WP00
Domestic Policy Staff		DC00
Executive Residence at the White House		EX00
National Security Council		NS00
Office of Administration		EC00
Office of Management and Budget		BO00
Office of Science and Technology Policy		TS00
⧫ Office of the United States Trade Representative ⧫		TN00
Office of the Vice President		OV00
White House:		
White House Office		WH01
Office of the President		WH03
	EXECUTIVE DEPARTMENTS	
Department of Agriculture:		
Office of the Secretary		AG01
Agricultural Marketing Service		AG02
Agricultural Stabilization and Conservation Service.		AG05
Farmers Home Administration		AG07
Federal Crop Insurance Corporation		AG08
Foreign Agricultural Service		AG10
Forest Service		AG11
Office of Governmental and Public Affairs		AG13
Office of the General Counsel		AG14
Rural Electrification Administration		AG15
Soil Conservation Service		AG16
★★	★★	★★
Office of the Inspector General		AG23
⧫ Agricultural Cooperative Service		AG29⧫
Food and Nutrition Service		AG30
★★		★★
Animal and Plant Health Inspection Service		AG34
Federal Grain Inspection Service		AG36
Food Safety and Quality Service		AG37
World Food and Agricultural Outlook and Situation Board.		AG38
Science and Education Administration		AG40
Economics ★★ and ⧫ Statistics ⧫ Service		AG41
Office of Budget, Planning, and Evaluation		AG42
Office of International Cooperation and Development		AG43
Office of Transportation		AG45
Office of Safety and Health Management		AG72
Management Staff		AG73

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Agriculture—Continued		
Office of Small and Disadvantaged Business Utilization		AG74
★★	★	★
★★	★	★
Office of Administrative Law Judges		AG92
★★	★	★
★★	★	★
Office of Equal Opportunity		AG95
Office of Personnel		AG96
Office of Operations and Finance		AG97
★★	★	★
Department of the Air Force:		
Alaskan Air Command		AF0A
U.S. Air Force Academy		AF0B
Aerospace Defense Command		AF0C
U.S. Air Forces in Europe		AF0D
Air Force Accounting and Finance Center		AF0E
Air Force Logistics Command		AF0F
Air Force Systems Command		AF0H
Air Training Command		AF0J
HQ Air Force Reserve		AF0M
Headquarters USAF		AF0N
Military Airlift Command		AF0Q
Pacific Air Forces		AF0R
Strategic Air Command		AF0S
Tactical Air Command		AF0T
Electronic Security Command		AF0U
Air Force Communications Service		AF0Y
Aerospace Defense Center		AF0Z
Air National Guard (Technical)		AFNG
Air Force Inspection and Safety Center		AF02
Air Force Testing and Evaluation Center		AF03
Air National Guard (Non-Technical)		AF04
Air Force Intelligence Service		AF05
Air Force Audit Agency		AF06
Air Force Office of Special Investigations		AF07
Air Force Office of Security Police		AF08
USAF Military Personnel Center		AF09
Air Force Engineering and Services Center		AF1W
Air Force Commissary Service		AF1X
Air Force Legal Services Center		AF2E
Air Force Medical Services Center		AF2F
Air Force Service Information News Center		AF2G
Air Force Combat Operations Center		AF2H
Headquarters, Air National Guard Support Center		AF2I
1947 Administrative Support Group		AF2J
Arnold F. Simpson Historical Research Center		AF2K
Air Force Elements Europe		AF3G
Reservists, Central Managed		AF3I
Air Force Elements Other		AF3V
Air National Guard		AF34

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of the Army:		
Army National Guard		ARNG
The Adjutant General		ARAG
U.S. Army Intelligence and Security Command		ARAS
U.S. Army Audit Agency		ARAU
U.S. Army Criminal Investigation Command		ARCB
U.S. Army Communications Command		ARCC
U.S. Army Chief of Engineers		ARCE
U.S. Army Computer Systems Command		ARCM
Office Chief of Staff, US Army		ARCS
U.S. Army, Europe (USAREUR)		ARE1
1st Support Brigade (USAREUR)		ARE2
U.S. Army Southern European Task Force		ARE3
U.S. Army, Berlin Command		ARE4
U.S. Army V Corps (USAREUR)		ARE5
32nd Army Air Defense Command (USAREUR)		ARE6
U.S. Army VII Corps (USAREUR)		ARE7
U.S. Army Medical Command, Europe		ARE8
4th Transportation Battalion (USAREUR)		ARE9
59th Ordnance Group (USAREUR)		ARE0
U.S. Army Military Personnel Center, Europe		AREB
U.S. Army Material Management Agency, Europe		AREC
7th Signal Brigade (USAREUR)		ARED
U.S. Army Postal Group, Europe		AREE
U.S. Army Special Forces (USAREUR)		AREF
11th Aviation Group (USAREUR)		AREG
56th Field Artillery Brigade (USAREUR)		AREH
24th Engineer Group (USAREUR)		AREJ
15th Military Police Brigade (USAREUR)		AREK
66th Military Intelligence Group (USAREUR)		AREL
NATO/SHAPE Support Group		AREM
Seventh Army Training Command		AREN
U.S. Army Forces Command		ARFC
National Guard Bureau		ARGB
U.S. Army Health Services Command		ARHS
Joint Activities		ARJA
U.S. Army Military Academy		ARMA
The Office of Surgeon General		ARMD
U.S. Army Military Personnel Center		ARMP
Military Traffic Management Command		ARMT
U.S. Army Military District of Washington		ARMW
U.S. Army Western Command		ARP1
U.S. Army, Japan		ARP3
Eighth U.S. Army		ARP8
Military Enlistment Processing Command		ARPC
U.S. Army Recruiting Command		ARRC
Office, Secretary of the Army		ARSA
U.S. Army Ballistic Missile Defense Systems Command.		ARSC

Data Representations—Continued

Name	Definition/Explanation	Code
	EXECUTIVE DEPARTMENTS—Continued	
Department of the Army—Continued		
Headquarters, U.S. Army Field Operating and Staff Support Agency.		ARSF
U.S. Army Training and Doctrine Command		ARTC
U.S. Army Material Development and Readiness Command, Headquarters Staff Support Activities.		ARX3
U.S. Army Material Development and Readiness Command, Training Activities.		ARX4
U.S. Army Material Development and Readiness Command, All Others.		ARX5
U.S. Missile Command		ARX6
U.S. Army Armament Research and Development Command.		ARXA
U.S. Army Aviation Research and Development Command.		ARXB
U.S. Army Communications Research and Development Command.		ARXC
U.S. Army Electronics Research and Development Command.		ARXD
U.S. Army Missile Research and Development Command.		ARXE
U.S. Army Mobility Equipment Research and Development Command.		ARXF
U.S. Army Natick Research and Development Center.		ARXG
U.S. Army Tank Automotive Research		ARXH
U.S. Army DARCOM, Research Labs		ARXJ
U.S. Army DARCOM, Material Acquisition Activities.		ARXK
U.S. Army DARCOM, Material Acquisition Project Managers.		ARXL
U.S. Army DARCOM, (Reserved)		ARXV
U.S. Army DARCOM, Material Readiness Activities.		ARXX
U.S. Army Test and Evaluation Command		ARXM
U.S. Army Security Assistance Center		ARXP
U.S. Army Armament Material Readiness Command.		ARXQ
U.S. Army Troop Support and Aviation Material Readiness Command.		ARXR
U.S. Army Communications and Electronics Material Readiness Command.		ARXS
U.S. Army Missile Material Readiness Command		ARXT
U.S. Army Tank Automotive Material Readiness		ARXU
U.S. Army Depot Systems Command		ARXW
U.S. Army DARCOM Office of Project Managers		ARXY
Department of Commerce:		
Office of the Secretary		CM01
Economic Development Administration		CM03
Bureau of Economic Analysis		CM05
National Oceanic and Atmospheric Administration.		CM07

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Commerce—Continued		
♦ International Trade Administration ♦		CM09
Maritime Administration		CM10
Patent Office		CM11
National Bureau of Standards		CM13
U.S. Travel Service		CM14
Minority Business Development Agency		CM25
Office of Product Standards		CM26
National Telecommunications and Information Administration.		CM27
National Technical Information Service		CM30
★★	★★	★★
Bureau of the Census		CM37
Bureau of Industrial Economics		CM38
Office of Economic Affairs		CM39
Office of Federal Statistical Policy and Standards		CM40
♦ Office of the Inspector General		CM41♦
Department of Defense (Excluding Military Departments):		
Office of the Secretary of Defense		DD01
Organization of the Joint Chiefs of Staff		DD02
Defense Nuclear Agency		DD03
Defense Communications Agency		DD04
Defense Intelligence Agency		DD05
Defense Security Assistance Agency		DD06
Defense Logistics Agency		DD07
U.S. Court of Military Appeals		DD08
Armed Forces Information and Education Activities.		DD09
Defense Contract Audit Agency		DD10
Defense Mapping Agency		DD11
Defense Investigative Service		DD12
Defense Advanced Research Projects Agency		DD13
Defense Civil Preparedness Agency		DD14
Uniformed Services University of the Health Sciences.		DD15
Office of Dependents Schools		DD16
Civilian Health and Medical Program of the Uniformed Services.		DD17
Tri-Service Medical Information System Program Office.		DD18
Defense Audit Service		DD20
Washington Headquarters Services		DD21
President's Commission on Military Compensation.		DD22
Office of Economic Adjustment		DD23
Defense Audiovisual Agency		DD24
♦Department of Education		
Office of the Secretary		EDEA
Intergovernmental Advisory Council on Education		EDEB
Federal Interagency Committee on Education		EDEE
Assistant Secretary for Civil Rights		EDEC
General Counsel		EDEG
Inspector General		EDEF
Administrator of Education for Overseas Dependents		EDEX

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Education—Continued		
Assistant Secretary for Special Education and Rehabilitative Services		EDEH
Assistant Secretary for Elementary and Secondary Education		EDES
Assistant Secretary for Vocational and Adult Education		EDEV
Assistant Secretary for Post Secondary Education		EDEP
Director of Bilingual Education and Minority Languages Affairs		EDEL
Assistant Secretary for Educational Research and Improvement		EDER♦
Department of Energy		DN00
♦ Department of Health and Human Services ♦		
Office of the Secretary		HE10
★★	★★	★★
★★	★★	★★
★★	★★	★★
★★	★★	★★
★★	★★	★★
Public Health Service		HE30
Office of the Assistant Secretary for Health		HE31
Alcohol, Drug Abuse, and Mental Health Administration.		HE32
Health Services Administration		HE33
Food and Drug Administration		HE36
Health Resources Administration		HE37
National Institutes of Health		HE38
Center for Disease Control		HE39
Social Security Administration		HE40
Office of Human Development		HE60
Health Care Financing Administration		HE70
Office of Child Support Enforcement		HE91
Department of Housing and Urban Development	★★	★★
♦Office of the Secretary		HUAA
Assistant Secretary for Administration		HUBB
Assistant Secretary for Community Planning and Development		HUDD
Assistant Secretary for Fair Housing and Equal Opportunity		HUEE
Assistant Secretary for Housing—Federal Housing Commissioner		HUMM
Assistant Secretary for Legislative and Intergovernmental Relations		HUJJ
Assistant Secretary for Neighborhoods Voluntary Associations and Consumer Protection		HULL
Assistant Secretary for Policy Development and Research		HURR
Government National Mortgage Association		HUTT
New Community Development Corporation		HUNN
Office of the General Counsel		HUCC
Office of the Inspector General		HUGG
Office of the Regional Administrator, Region 1		HU01

Data Representations–Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Housing and Urban Development		
Office of the Regional Administrator, Region 2		HU02
Office of the Regional Administrator, Region 3		HU03
Office of the Regional Administrator, Region 4		HU04
Office of the Regional Administrator, Region 5		HU05
Office of the Regional Administrator, Region 6		HU06
Office of the Regional Administrator, Region 7		HU07
Office of the Regional Administrator, Region 8		HU08
Office of the Regional Administrator, Region 9		HU09
Office of the Regional Administrator, Region 10		HU10◆
Department of the Interior:		
Office of the Secretary		IN01
Bureau of Land Management		IN05
Bureau of Indian Affairs		IN06
Water and Power Resources Service		IN07

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***Data Representations*–Continued**

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Interior—Continued		
Geological Survey		IN08
Bureau of Mines		IN09
National Park Service		IN10
Office of Territories		IN11
U.S. Fish and Wildlife Service		IN15
Heritage Conservation and Recreation Service		IN17
Office of the Solicitor		IN21
Office of Surface Mining Reclamation and Enforcement.		IN22
Department of Justice:		
Offices, Divisions, and Boards		DJ01
Federal Bureau of Investigation		DJ02
Bureau of Prisons		DJ03
Immigration and Naturalization Service		DJ04
Bureau of Prisons Industries		DJ05
Drug Enforcement Administration		DJ06
Office of Justice Assistance, Research and Statistics		DJ07
U.S. Marshals Service		DJ08
Department of Labor:		★★
◆ Office of the Secretary		DLAA
Assistant Secretary for Administration and Management		DLAM
Assistant Secretary for Policy, Evaluation and Research		DLPE
Bureau of International Labor Affairs		DLBL
Bureau of Labor Statistics		DLLS
Employment Standards Administration		DLES
Employment and Training Administration		DLET
Labor Management Services Administration		DLLM
Mine Safety and Health Administration		DLMS
Occupational Safety and Health Administration		DLSH
Solicitor		DLSL
Miscellaneous Special-Committees-Commissions		DLXO◆
★★	★★	★★
★★	★★	★★
National Occupational Information Coordinating Committee.		DL21
★★	★★	★★
★★	★★	★★
★★	★★	★★
★★	★★	★★
★★	★★	★★
Department of the Navy:		
Immediate Office of the Secretary (IOS)		NV08
Navy Staff Offices (NSO)		NV09
Navy Field Offices (NFO)		NV10
Chief of Naval Operations (CNO)		NV11
Office of Naval Research (ONR)		NV14
Intelligence Command (INTCOM)		NV15

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Navy—Continued		
Bureau of Medicine and Surgery (BUMED)		NV18
Air Systems Command (NAVAIR)		NV19
Bureau of Naval Personnel (BUPERS)		NV22
Supply Systems Command (NAVSUP)		NV23
Naval Sea Systems Command		NV24
Facilities Engineering Command (NAVFAC)		NV25
Marine Corps (MARCORPS)		NV27
Special Projects Office (SPO)		NV30
Military Sealift Command (MSC)		NV33
Chief of Naval Material (CNM)		NV37
Electronic Systems Command (NAVELE)		NV39
Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT).		NV60
Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR).		NV61
Chief of Naval Training (CNT)		NV62
Communications Command (COMMCOM)		NV63
Weather Service Command (WEASERV)		NV64
Oceanographer of the Navy (OCEANAV)		NV65
Security Group Command (SECGRU)		NV69
Commander in Chief, U.S. Pacific Fleet (CINCPACFLT).		NV70
Chief of Naval Reserve		NV72
Director of Laboratory Programs (DLP)		NV78
Department of State:		
State, regular		ST01
Agency for International Development		ST02
International Boundary and Water Commission		ST03
Department of Transportation:		
Office of the Secretary		TD01
U.S. Coast Guard		TD02
Federal Aviation Administration		TD03
Federal Highway Administration		TD04
Federal Railroad Administration		TD05
Saint Lawrence Seaway Development Corporation		TD06
The Alaska Railroad		TD08
Urban Mass Transportation Administration		TD09
National Highway Traffic Safety Administration		TD10
Research and Special Programs Directorate		TD11

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of the Treasury:		
Office of the Secretary		TR01
Bureau of Government Financial Operations		TR02
Comptroller of the Currency		TR04
United States Customs Service		TR05
Bureau of Engraving and Printing		TR06
Internal Revenue Service		TR07
Bureau of the Mint		TR08
U.S. Savings Bonds Division		TR10
Bureau of the Public Debt		TR11
U.S. Secret Service		TR12
Federal Law Enforcement Training Center		TR14
Bureau of Alcohol, Tobacco, and Firearms		TR15
★★	★★	★★
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS	
ACTION		KG00
Administrative Conference of the United States		AA00
Advisory Commission on Intergovernmental Relations.		AC00
Advisory Committee on Federal Pay		CP00
Advisory Council on Historic Preservation		HP00
Alaska Natural Gas Transportation System		AK00
American Battle Monuments Commission		AB00
Appalachian Regional Commission		AP00
Arms Control and Disarmament Agency		AD00
Board for International Broadcasting		BR00
Central Intelligence Agency		CI00
Civil Aeronautics Board		CA00
Coastal Plains Regional Commission		BA00
Commission of Fine Arts		CF00
Commission on Civil Rights		CC00
Commission on Executive, Legislative, and Judicial Salaries.		ES00
Committee for Purchase of Product and Services of the Blind and Other Severely Handicapped.		HB00
Commodity Futures Trading Commission		CT00
Community Services Administration		CN00
Consumer Product Safety Commission		SK00
Delaware River Basin Commission		DR00
District of Columbia Government		DI00
Environmental Protection Agency		EP00
Equal Employment Opportunity Commission		EE00
Export-Import Bank of the United States		EB00
Farm Credit Administration		FL00
Federal Communications Commission		FC00

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS—Continued	
Federal Deposit Insurance Corporation		FD00
Federal Election Commission		LF00
Federal Emergency Management Agency		EM00
Federal Home Loan Bank Board:		
The Board		FH01
Office of Examinations and Supervision		FH02
Federal Savings and Loan Insurance Corporation		FH03
Federal Labor Relations Authority		AU00
Federal Maritime Commission		MC00
Federal Mediation and Conciliation Service		FM00
Federal Mine Safety and Health Review Commission		RS00
Federal Reserve System—Board of Governors		FR00
Federal Trade Commission		FT00
Foreign Claims Settlement Commission		FS00
Four Corners Regional Commission		FX00
General Services Administration:		
Executive Direction		GS01
Office of Preparedness		GS02
Public Building Service		GS03
Federal Supply Service		GS04
National Archives and Records Service		GS06
Automated Data and Telecommunications Service.		GS07
Transportation and Public Utilities Service		GS08
Advisory Council on Economic Opportunity		GS10
Office of Administration		GS11
Office of General Counsel		GS12
GSA Board of Contract Appeals		GS13
Human Resources and Organization		GS14
Office of Inspector General		GS15
Office of Acquisition Policy		GS16
Office of External Affairs		GS17
Harry S. Truman Scholarship Foundation		HT00
Inter-American Foundation		IF00
International Communication Agency		IB00
Interstate Commerce Commission		IC00
Japan-United States Friendship Commission		UJ00
Marine Mammal Commission		MA00
Merit Systems Protection Board		BD00
Minimum Wage Study Commission		MW00
National Advisory Committee on the Oceans and Atmosphere.		OA00
National Aeronautics and Space Administration:		
Headquarters		NN10
Ames Research Center		NN21
Lewis Research Center		NN22
Langley Research Center		NN23

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS—Continued	
National Aeronautics & Space Administration—Con.		
Flight Research Center		NN24
Goddard Space Flight Center		NN51
Wallops Station		NN53
NASA Pasadena Office		NN56
Marshall Space Flight Center		NN62
National Space Technology Laboratories		NN64
Johnson Space Center		NN72
Kennedy Space Center		NN76
Office of Inspector General		NN80
National Alcohol Fuels Commission		FU00
National Capital Planning Commission		NP00
National Commission for Employment Policy		MK00
National Commission on Air Quality		AQ00
National Commission on Employment and Unemployment Statistics.		EU00
National Commission on Libraries and Information Science.		CX00
★★	★★	★★
National Commission on Social Security		UR00
National Commission on the International Year of the Child, 1979.		YC00
National Commission on Unemployment Compensation.		UC00
National Credit Union Administration		CU00
National Foundation on the Arts and the Humanities		AH00
National Endowment for the Arts		AH01
National Endowment for the Humanities		AH02
National Labor Relations Board		NL00
National Mediation Board		NM00
National Science Foundation		NF00
National Security Agency		SP00
National Transportation Policy Study Commission		TG00
National Transportation Safety Board		TB00
Navajo and Hopi Indian Relocation Commission		RE00
New England Regional Commission		NE00
Nuclear Regulatory Commission		NU00
◆ **Nuclear Safety Oversight Committee**		NJ00 ◆
Occupational Safety and Health Review Commission		OS00
★★	★★	★★
Old West Regional Commission		MJ00
★★	★★	★★
Ozarks Regional Commission		OZ00
Pacific-Northwest Regional Commission		PN00
Panama Canal Commission		PC00
◆ **Peace Corps**		PU00 ◆
Pennsylvania Avenue Development Corporation		PK00
Pension Benefit Guaranty Corporation		BG00
Postal Rate Commission		PJ00
Presidential Commission on World Hunger		HG00
President's Commission for the Study of Ethical Problems in Medicine and Biomedical and Behavioral Research		PG00
President's Commission on Pension Policy		PP00

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS—Continued	
President's Commission on the Accident at Three Mile Island.		TM00
President's Commission on the Coal Industry		KL00
Public International Organizations	5 U.S.C. 3581	PI00
Railroad Retirement Board		RR00
Securities and Exchange Commission		SE00
Select Commission on Immigration and Refuge Policy		RU00
Selective Service System		SS00
Small Business Administration		SB00
Smithsonian Institution		SM00
National Gallery of Art		SM01
Southwest Border Regional Commission		WB00
Susquehanna River Basin Commission		SU00
Tennessee Valley Authority		TV00
United States International Development Cooperation Agency		AM00
Office of the Director		AMAD
Agency for International Development		AMAG
◆ **Overseas Private Investment Corporation**		AMPC ◆
◆ **Trade and Development Program**		AMTD ◆
United States Metric Board		MT00
U.S. International Trade Commission		TC00
U.S.-Japan Economic Relations Group		RG00
◆ **U.S. Office of Personnel Management**		OM00 ◆
U.S. Postal Service		PO00
Headquarters		PO01
Field		PO02
U.S. Sinai Support Mission		SV00
U.S. Soldiers' and Airmen's Home		SH00
Upper Great Lakes Regional Commission		GL00
Veterans Administration:		
Staff and all others		VA10
Department of Data Management		VA20
Department of Veterans' Benefits		VA30
National Cemetery System		VA50
Department of Medicine and Surgery		VA80
Water Resources Council		WR00

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PAY PLAN CPDF–PAY–001

Implementation Date: March 1972.
Definition: A plan prescribed by law or other authoritative source which governs the compensation paid an employee. Each plan provides for a separate wage scale which normally is based on grade or level and length of time in grade or level.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Pay plan code—The pay plan prescribed by law or other authoritative source which governs the compensation paid an employee.	2A

Data Representations

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR GENERAL USE	
Administratively determined rates, not elsewhere specified.	....	AD
Canal Zone General Schedule-type positions	....	CZ
Expert (5 U.S.C. 3109)	Use when the individual is appointed under 5 U.S.C. 3109 as an expert (as defined in FPM chapter 304, section 1–2). Do not use when the appointment as an expert is solely for service as an advisory committee member.	ED
Expert (Other)	Use when the individual is appointment under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as an expert (as defined in FPM chapter 304, section 1–2). Do not use when the appointment as an expert is solely for service as an advisory committee member.	EE
Consultant (5 U.S.C. 3109)	Use when the individual is appointed under 5 U.S.C. 3109 as a consultant (as defined in FPM chapter 304, section 1–2). Do not use when the appointment as a consultant is solely for service as an advisory committee member.	EF

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR GENERAL USE—Continued	
Consultant (other)	Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as a consultant (as defined in FPM chapter 304, section 1-2). Do not use when the appointment as a consultant is solely for service as an advisory committee member.	EG
Advisory Committee Member (5 U.S.C. 3109).	Use when the individual is appointed under 5 U.S.C. 3109 to serve as a member of an advisory committee. (See OMB Circular No. A–63 for definition of "advisory committee.")	EH
Advisory Committee Member (Other).	Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) to serve as a member of an advisory committee. (See OMB Circular No. A–63 for definition of "advisory committee.")	EI
Senior Executive Service (SES)		ES
Executive pay	Subch. II, ch. 53, 5 U.S.C.	EX
Foreign compensation	For use only when employee is assigned to the Agency for International Development under a Participating Agency Service Agreement (PASA).	FC
Grades similar to General Schedule.		GG
◆ GG employees converted to a merit pay system		GH◆
Merit Pay System		GM
General Schedule	Ch. 51, 5 U.S.C.	GS
Employment under Schedule A 213.3102(w) classified under and paid as a GS rate.	This code will be used solely for the purpose of identifying excepted employment under the Summer Employment for youth and the Youth Opportunity Stay-in-School Campaign.	GW
Nonappropriated funds—nonsupervisory and nonleader—Federal Wage System.		NA
Nonappropriated funds—leader—Federal Wage System.		NL
Nonappropriated funds—supervisory—Federal Wage System.		NS
Statutory rates not elsewhere specified		SR
Scientific and professional	5 U.S.C. 3104	ST
Canal Zone Special Category-type positions.		SZ
Wage positions under the Federal Wage System not otherwise designated.		WB
Production facilitating nonsupervisory—Federal Wage System.		WD
Motion picture production schedule—Federal Wage System.		WF

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***Data Representations*–Continued**

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR GENERAL USE—Continued	
Nonsupervisory pay schedules—Federal Wage System.		WG
Printing and lithographic pay schedules—Federal Wage System.	Washington, D.C. wage area as defined by FPM SUPPLEMENT 532–1.	WI
Leader pay schedules—Federal Wage System		WL
Maritime pay schedules—Federal Wage System		WM
Production facilitating supervisory—Federal Wage System.		WN
Printing and lithographic pay schedules—Federal Wage System.	Other than Washington, D.C. wage area as defined by FPM SUPPLEMENT 532–1.	WP
Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—supervisory—Federal Wage System		WQ
Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—leader—Federal Wage System		WR
Supervisory pay schedules—Federal Wage System.		WS
Apprentices and Shop Trainees—Federal Wage System		WT
Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—nonsupervisory—Federal Wage System		WU
Employment under Schedule A 213.3102(w) classified under and paid at a regularly established rate under a wage system.	This code will be used solely for the purpose of identifying wage-type excepted employment under the Youth Opportunity Stay-in-School Campaign.	WW
Canal Zone Wage System—type positions		WZ
Summer aid employment under Schedule A 213.3102(v).	This code will be used solely for the purpose of identifying excepted employment under the Summer Employment Program for youth and the Youth Opportunity Stay-in-School Campaign.	YV
Student aid employment under Schedule A 213.3102(w) paid at a special rate established under agency authority.	This code will be used solely for the purpose of identifying excepted employment under the Summer Employment Program for youth and the Youth Opportunity Stay-in-School Campaign.	YW
Nonapplicable	For use only with pay basis WC—formerly pay basis WOC.	ZZ
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY	
The Alaska Railroad	5 U.S.C. 5102(a)(1) (iii) and 43 U.S.C. 975, Department of Transportation.	AR
Commissioned Corps of the Public Health Service.	Environmental Protection Agency, Departments of Commerce, and Health ◆ and Human Services. ◆	CC

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY—Continued	
♦ Contract Education-year long	Bureau of Indian Affairs (Department of the Interior)	CE
♦ Compensation program	Comptroller of the Currency (Department of the Treasury)	CP ♦
Contract Education-school year	Bureau of Indian Affairs (Department of the Interior)	CY
Demonstration Administrative	Director of Laboratory Programs (Department of the Navy)	DA
Demonstration Clerical	Director of Laboratory Programs (Department of the Navy)	DC
Demonstration Professional	Director of Laboratory Program (Department of the Navy)	DP
Demonstration Technician	Director of Laboratory Programs (Department of the Navy)	DT ♦
Ambassadors and chiefs of mission serving at foreign posts.	Department of State, International Communication Agency.	FA
Foreign defense	Department of Defense including military departments	FD
Foreign Service Information Officer	International Communication Agency	FI
Foreign Service Officer	Department of State, International Communication Agency, ACTION, United States International Development Cooperation Agency, ♦ International ♦ Trade Administration (Department of Commerce.)	FO
Foreign Service Reserve	Department of State, International Communication Agency, ACTION, United States International Development Cooperation Agency, ♦ International ♦ Trade Administration (Department of Commerce.)	FR
Foreign Service staff	Department of State, International Communication Agency, ACTION, United States International Development Cooperation Agency, ♦ International ♦ Trade Administration (Department of Commerce).	FS
Kiess Act	Government Printing Office	KA
Non-Craft—nonsupervisory	Bureau of Engraving and Printing	KG
Non-Craft—leader	Bureau of Engraving and Printing	KL
Non-Craft—supervisory	Bureau of Engraving and Printing	KS
United States Secret Service Uniform Division	Department of the Treasury	LE
Liquidation Graded	Federal Deposit Insurance Corporation	LG
Milk Marketing	Department of Agriculture	MA
Postal Technical Administrative Clerical Schedule—nonbargaining.	United States Postal Service	PA
Hourly Rate Rural Route Employees	United States Postal Service	PB
Postal Data Center, Bargaining PES Employees	United States Postal Service	PC
Automatic Data Processing Center	United States Postal Service	PD
Postal Executive Schedule	United States Postal Service	PE
Noncity Delivery Employees	United States Postal Service	PF
Nurses	United States Postal Service	PG
Research and Development Bargaining Unit	United States Postal Service	PH
Postal Career Executive Service	United States Postal Service	PI
USPS Headquarters, Bargaining Special Schedule, Custodial.	United States Postal Service	PK
Postal Management Schedule	United States Postal Service	PM

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY—Continued	
Employment under Postal Management Schedule with salary above the established schedule for steps 1–7.	United States Postal Service	PN
Postal Service Temporary Rate Schedule	United States Postal Service	PP
Rural Carriers Schedule	United States Postal Service	PR
Postal Service bargaining employees	United States Postal Service	PS
Casual and Public Policy Temporary Employees.	United States Postal Service	PT
Western Area Supply Center ADP Employees	United States Postal Service	PW
Administrative Schedule	Tennessee Valley Authority	SA
Clerical Schedule	Tennessee Valley Authority	SB
Reproduction and Communication Services Schedule.	Tennessee Valley Authority	SC
Engineering and Scientific Schedule	Tennessee Valley Authority	SD
Aide and Technician Schedule	Tennessee Valley Authority	SE
Custodial Schedule	Tennessee Valley Authority	SF
Public Safety Schedule	Tennessee Valley Authority	SG
Management Schedule	Tennessee Valley Authority	SM
Park Police	Department of the Interior	SP
Canteen Service	Veterans Administration	VC
Medical and dental	Veterans Administration	VM
Nursing	Veterans Administration	VN
Clinical Podiatrists and Optometrists Schedule	Veterans Administration	VP
Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers—supervisory—Federal Wage System.	Department of the Army	WA
Currency manufacturing	Department of the Treasury	WE
Coin manufacturing	Department of the Treasury	WH
Hopper Dredge Schedule—supervisory	Department of the Army	WJ
Hopper Dredge Schedule—nonsupervisory	Department of the Army	WK
Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers—leader—Federal Wage System.	Department of the Army	WO
Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers—nonsupervisory—Federal Wage System.	Department of the Army	WY

CPDF—PAY—001

Data Representations–Continued

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY—Continued	
Special Overlap Area Rate Schedule—nonsupervisory—Federal Wage System.	Department of the Interior	XA
Special Overlap Area Rate Schedule—leader—Federal Wage System.	Department of the Interior	XB
Special Overlap Area Rate Schedule—supervisory—Federal Wage System.	Department of the Interior	XC

CPDF–PAY–001

PAY BASIS **CPDF-PAY-002**

Implementation Date: March 1972.
Definition: The principal condition in terms of time, production, or other criteria,which serves as a basis for computing pay or salary.
Maintenance Agency: Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Pay basis code—A code indicating the principal condition in terms of time, production, or other criteria, which serves as a basis for computing the employee's pay.	2A

Data Representations

Name	*Definition/Explanation*	*Code*
Per annum		PA
Per diem		PD
Per hour		PH
Per month		PM
Fee basis		FB
Piece work		PW
Without compensation		WC
Biweekly		BW

CPDF-PAY-002

PAY RATE SPECIAL FACTORS CPDF-PAY-035

Implementation Date: January 1979.
Definition: A designation of special factors which are considered in determining an employee's salary.
Maintenance Agency: Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Pay rate determinant—A designation of the special factors, if any, which have been included in the determination of the employee's salary.	1A/N

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Not applicable	Use this code for all employees under the General Schedule (5) U.S.C. 5332) or other pay systems who receive a scheduled rate *and* for whom none of the following codes apply.	0
Retained rate	This code may not be used for any employee entitled to grade retention (see codes A, B, C, or D below) beginning on or after the effective date of Title VIII of the CSRA, because 5 U.S.C. 5337 and 5345 were repealed. However, no employee will suffer a loss in pay. The use of this code may continue to be appropriate for any employee not entitled to grade retention on the effective date of Title VIII. Therefore, use this code when the employee had been and continues to be entitled to salary retention under 5 U.S.C. 5337 or 5345. Employee retains current rate of pay of previous grade and step for the 2-year period following demotion to a lower grade (unless demotion is more than 3 grades and special formula applies). References: 5 U.S.C. 5337 and 5345. FPM chapter 531, section 5-2. FPM Supplements 532-1 and 532-2, sections S9-3. FPM Supplements 990-1, book III, sections 531.501 through 531.514. FPM Supplement 990-2, book 531, subchapter S5.	1

***Data Representations*–Continued**

Name	*Definition/Explanation*	*Code*
Saved Rate—Indefinite	Use when the employee is entitled, without time limitation, to a pay rate above the maximum rate for the grade when: (1) prior to the effective date of Title VIII of the CSRA, the employee and his or her position had been converted from one pay plan to another under appropriate authority; and (2) the employee is not entitled to grade retention or pay retention on the effective date. (Note: The CSRA repealed 5 U.S.C. 5334(d). Therefore, this code may not be used for any action effective on or after the effective date of Title VIII of the CSRA.) References: 5 U.S.C. 5334(d) FPM chapter 539, subchapter 2 FPM Supplement 990–1, book III, section 539.203(d) FPM Supplement 990–2, book 531, section S2–8 FPM Supplement 532–1, subchapter S10 (except S10–10) FPM Supplement 532–2, subchapter S10 (except S10–8)	2
Retained Pay—Special Rate Adjustment.	Use this code when: (1) a downward adjustment of a special rate range leaves the employee with a pay rate higher than the highest pay rate in the new special rate range; or (2) abolishment of a special rate range leaves the employee with a pay rate in excess of the top rate of the grade. References: 5 U.S.C. 5363(a)(2) 5 CFR 536.212(a)(5) FPM chapter 530, paragraph 3–6g FPM Supplement 990–1, book III, section 530.306(b)(3) FPM Supplement 532–1, section S5–14(e)(3) (per FPM Letter 532–101)	3
Saved Rate—Other	Use only when employee is entitled to a pay rate above the regular rate *and* when no other code is applicable. (This code is no longer applicable for saved rates under the Federal Wage System.)	4
Special and Superior Qualifications Rates.	(Combination of 6 and 7 below. Same references apply.)	5
Special Rate	Special Rate. (If employee is also entitled to a retained grade use code E, F, G, or H, as appropriate.) References: 5 U.S.C. 5303; 5343(a)(1)(A)(ii); and 5343(a)(1)(B) (ii) FPM chapter 530, subchapter 3 FPM Letters in the 530 series FPM Supplement 990–1, book III, section 530.302 FPM Supplements 532–1 and 532–2, sections S5–13, S5–14, and S8–3b(2)	6
Superior Qualifications Rate	A rate, higher than the regular rate, established under appropriate authority to enable the Government to recruit and retain well qualified employees. References: 5 U.S.C. 5333(a) FPM chapter 531, paragraph 2–3b FPM Supplement 532–1, section S8–3b(1) FPM Supplement 990–1, book III, section 531.203(b) FPM Supplement 990–2, subchapter S2–3d	7

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***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
General Schedule System Supervisors—Advanced Rate.	Rate above minimum rate of a grade authorized for GS supervisors of wage system workers. References: 5 U.S.C. 5333(b) FPM chapter 531, subchapter 3 FPM Supplement 990–1, book III, sections 531.301 through 531.305 FPM Supplement 990–2, subchapter S3	8
Retained Grade—RIF	Employee retains grade for a 2-year period as the result of the application of reduction-in-force procedures. In this situation, the employee is in a different position than that held before the grade reduction. (If employee had a special rate in retained grade, use code E.) References: 5 U.S.C. 5362(a) 5 CFR Part 536	A
Retained Grade—Reclassification, Same Position.	Employee retains grade for a 2-year period as the result of the reclassification of his or her position to a lower grade. In this situation, the employee holds the same position held before the grade reduction. (If employee had a special rate in retained grade, use code F.) References: 5 U.S.C. 5362(b) 5 CFR Part 536	B
Retained Grade—Reclassification, Different Position.	Use this code when the employee is entitled to grade retention for a 2-year period as the result of the reclassification of his or her position to a lower grade but the employee is placed in a different position. (If employee had a special rate in retained grade, use Code G.) References: 5 U.S.C. 5362(b) 5 CFR Part 536	C
Retained Grade—Transfer of Function.	Employee retains grade for a 2-year period as the result of declining a transfer of function offer. In this situation, the employee is in a different position than that held before the grade reduction. (If employee had a special rate in retained grade, use code H.) References: 5 CFR 536.202	D
Retained Grade—RIF and Special Rate.	When an employee is entitled to *both* Special Rate (code 6) and Retained Grade—RIF (code A), this code is applicable.	E
Retained Grade—Reclassification, Same Position and Special Rate.	When an employee is entitled to *both* Special Rate (code 6) and Retained Grade—Reclassification, Same Position (code B), this code is applicable.	F
Retained Grade—Reclassification, Different Position and Special Rate.	When an employee is entitled to *both* Special Rate (code 6) and Retained Grade—Reclassification, Different Position (code C), this code is applicable.	G
Retained Grade—Transfer of Function and Special Rate.	When an employee is entitled to *both* Special Rate (code 6) and Retained Grade—Transfer of Function (code D), this code is applicable.	H
Retained Pay—Expiration of Grade Retention Period, Reclassification.	Employee retains pay following the expiration of a 2-year period of grade retention which was due to a reclassification of his or her position to a lower grade and the employee continues to occupy the same position. References: 5 U.S.C. 5363 5 CFR Part 536	J

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Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Retained Pay—Expiration of Grade Retention Period, Other.	Employee retains pay following the expiration of a 2-year period of grade retention which was due to reasons other than reclassification. Also use this code when employee retains pay upon expiration of a 2-year period of grade retention due to reclassification when employee does not continue to occupy the position he or she occupied immediately prior to the reclassification. References: 5 U.S.C. 5363 5 CFR Part 536	K
Retained Pay—Other (a).......	Use when employee is entitled to retained pay under circumstances specified in 5 CFR 536.212(a) (1), (2), (3), or (4).	L
Retained Pay—Other (b)	Use when employee is entitled to retained pay under circumstances specified in 5 CFR 536.212(b).	N
Retained Pay—SES Removal.	Use when, following removal from the Senior Executive Service, the employee is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed. Reference: 5 U.S.C. 3594	R
Continued SES Basic Pay, Etc.	Use only when a Senior Executive Service (SES) career employee is appointed by the President, by and with the advice and consent of the Senate, to a position for which the rate of basic pay payable is equal to or greater than that payable, for level V of the Executive Schedule, and the employee elects to continue to receive basic pay and other benefits as if remaining in the Senior Executive Service position from which appointed. Reference: 5 U.S.C. 3392(c)	S
Retained Grade and Pay—Reclassification.	Use only when employee has a retained grade *and* is entitled to retained pay when both entitlements are due to a reclassification and employee continues to occupy the same position; i.e., use this code only when codes B and J would otherwise both apply. References: 5 U.S.C. 5362 and 5363 5 CFR Part 536	U
Retained Grade and Pay—Other.	Use when employee has a retained grade *and* is entitled to retained pay when either or both entitlements are due to a RIF, transfer of function, or other conditions established by OPM; i.e., use when code U is not appropriate. References: 5 U.S.C. 5362 and 5363 5 CFR Part 536	V

CPDF-PAY-035

PAY RATE STEP

CPDF-PAY-079

Implementation Date: March 1972.
Definition: One of the increments of basic pay authorized by a pay plan within a specific grade or level of a position.
Maintenance Agency: Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/Class*
Step or Rate—The pay rate step of the employee	2N

Data Representations

Name	*Definition/Explanation*	*Code*
Not applicable		00
Step 1		01
Step 2		02
Step 3		03
Step 4		04
Step 5		05
Step 6		06
Step 7		07
Step 8		08
Step 9		09
Step 10		10
Step 11		11
Step 12		12
Step 13		13
Step 14		14
Step 15		15

CPDF-PAY-079

POSITION SERVICE IDENTIFIER CPDF–POS–039

Implementation Date: March 1972.
Definition: The service, competitive or excepted, to which a position is assigned.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Position occupied—An indication of whether the employee's position is in the competitive service or the excepted service.	◆ IN ◆

Data Representations

Name	*Definition/Explanation*	*Code*
Competitive service	....	1
Excepted service	The position is exempted from competitive service	2
SES General	Employee in the SES occupies a general position as defined in 5 U.S.C. 3132(a)(9).	3
SES Career Reserved	Employee in the SES occupies a career reserved position as defined in 5 U.S.C. 3132(a)(8).	4
Competitive Service—SES Desig General.	Employee occupies a position in the competitive service which has been designated as an SES general position but employee declined conversion to SES.	5
Competitive Service—SES Desig Career Reserved.	Employee occupies a position in the competitive service which has been designated as an SES career reserved position but employee declined conversion to SES.	6
Excepted Service—SES Desig General.	Employee occupies a position in the excepted service which has been designated as an SES general position but employee declined conversion to SES.	7
Excepted Service—SES Desig Career Reserved.	Employee occupies a position in the excepted service which has been designated as an SES career reserved position but employee declined conversion to SES.	8

◆ SUPERVISORY OR MANAGERIAL POSITION INDICATOR CPDF–POS–077

Implementation Date: May 1980
Definition: The nature of managerial, supervisory, or non-supervisory responsibility.
Maintenance Agency: U.S. Office of Personnel Management, Standards Development Center, Staffing Services Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Supervisory or Nonsupervisory Indicator: The nature of managerial, supervisory, or non-supervisory responsibility assigned to the position.	1N

Data Representations

Name	*Definition/Explanation*	*Code*
Supervisor	Position requires the exercise of supervisory responsibilities that at least meet the minimum requirements for application of the *Supervisory Grade-Evaluation Guide* or similar standards of minimum supervisory responsibilities specified by the job standards or other directives of the applicable pay schedule or system.	1
Nonsupervisory and Non-managerial	Currently used to identify positions which neither meet the standards of minimum supervisory responsibility nor have the full range of managerial functions, as defined at codes 1 and 3. (Code 2 has been incorporated with code 8, but will remain a valid code for data submission purposes until October 1980.)	2
Manager	Position has the full range of managerial functions delineated in the introductory section to the *Supervisory Grade-Evaluation Guide*. (All managerial positions, as defined by the *Supervisory Grade-Evaluation Guide*, are supervisory in nature, but not all supervisory positions are managerial.)	3
Supervisor (CSRA)	Position meets the definition of Supervisor in 5 U.S.C. 7103(a) (10) but does not meet the minimum requirements for application of the *Supervisory Grade-Evaluation Guide*.	4
Management Official (CSRA)	Position meets the definition of Management Official in 5 U.S.C. 7103(a) (11) but does not meet the *Supervisory Grade-Evaluation Guide* definition of Manager or Supervisor or the definition of Supervisor in 5 U.S.C. 7103(a)(10).	5
Leader	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the *Work Leader Grade-Evaluation Guide;* or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system.	6
All Other Positions	Position does not meet the above definition of Supervisor, Manager, Supervisor (CSRA), Management Official (CSRA), or Leader. ◆	8

RACE AND NATIONAL ORIGIN

CPDF-RAC-090

Implementation Date: September 1981.
Definition: A designation of a person's race and national origin.
Maintenance Agency: U.S. Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Element(s)

Title and Definition	*Size/Class*
Race and national origin identification—Identifies the employee's basic racial and national origin category. Employees of mixed racial and/or national origin should be identified by the category with which they most closely associate themselves.	1A

Data Representations

Name	*Definition/Explanation*	*Code*
American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. ◆ (This code must not be used for employees in Puerto Rico.) ◆	A
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. ◆ (This code must not be used for employees in Hawaii or Puerto Rico.) ◆	B
Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. ◆ Does not include ◆ persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). ◆ (This code must not be used for employees in Puerto Rico.) ◆	C
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.	D
White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. ◆ Does not include ◆ persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories. ◆ (This code must not be used for employees in Puerto Rico.) ◆	E
◆ Asian Indian	A person having origins in any of the original peoples of the Indian subcontinent i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)	F
Chinese	A person having origins in any of the original peoples of China. (This code is for use in Hawaii only.)	G
Filipino	A person having origins in any of the original peoples of the Philippines. (This code is for use in Hawaii only.)	H
Guamanian	A person having origins in any of the original peoples of Guam (e.g., Chamorro). (This code is for use in Hawaii only.)	J

Data Representations

Name	*Definition/Explanation*	*Code*
Hawaiian	A person having origins in any of the original peoples of Hawaii. Includes persons who are Part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.)	K
Japanese	A person having origins in any of the original peoples of Japan. (This code is for use in Hawaii only.)	L
Korean	A person having origins in any of the original peoples of Korea. (This code is for use in Hawaii only.)	M
Samoan	A person having origins in any of the original peoples of Samoa. (This code is for use in Hawaii only.)	N
Vietnamese	A person having origins in any of the original peoples of Vietnam. (This code is for use in Hawaii only.)	P
All Other Asian or Pacific Islanders	A person having origins in any of the original peoples of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.) ◖	Q
Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. ◗ (This code is for use in Puerto Rico only.) ◖	Y

CPDF–RAC–090

RECORD FORMAT

CPDF-REC-042

Implementation Date: April 1976.
Definition: A designation of the type of record being submitted to the system.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Record type—A code designating the type of record submitted	1A/N

Data Representations

Name	*Definition/Explanation*	*Code*
Record Type L	Used to establish or change CPDF data (contains data that changes infrequently).	L
Record Type M	Used to establish or change CPDF data (contains data that changes frequently).	M
Record Type 6	Used to correct or amend CPDF data previously entered via an L-format record.	6
Record Type 7	Used to correct or amend CPDF data previously entered via an M-format record.	7
Record Type A	Used to cancel a previously submitted CPDF personnel action ..	A
Record Type C	Used to correct a nature of action code and/or effective date of action on a previously submitted CPDF personnel action.	C
Record Type R	Used to correct social security number and/or birth date for an employee in the CPDF.	R
Record Type T	Used to correct agency code, if agency code was previously submitted to CPDF incorrectly.	T
Record Type X	Used to identify separate minority group designation data (authorized for use by the Department of the Treasury only).	X
Record Type N	Used to establish or submit Training File data	N
Record Type E	Used to correct or cancel Training File data previously submitted via an N-record format.	E

CPDF-REC-042

RETIREMENT SYSTEM, CIVILIAN CPDF–RET–001

Implementation Date: March 1972.
Definition: The legally established systems providing retirement benefits based on prior civilian employment by the U.S. Government or the District of Columbia.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Retirement code—Code identifying the civilian retirement system to which deductions from the employee's pay are credited.	♦ 1N ♦

Data Representations

Name	*Definition/Explanation*	*Code*
Civil Service Retirement System.	....	1
Old Age, Survivors, and Disability Insurance System.	Social Security—under Federal Insurance Contributions Act (FICA).	2
Foreign Service System	....	3
None	....	4
Others	....	5
Civil Service Retirement System (Special).	♦ Indicates law enforcement or firefighter coverage under the civil service retirement system at a special deduction rate. ♦	6

SEX **CPDF–SEX–001**

Implementation Date: March 1972.
Definition: The division of human beings into two groups based on differing physiological characteristics.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Sex of employee—The sex of the employee	1A

Data Representations

Name	*Definition/Explanation*	*Code*
Male		M
Female		F

CPDF–SEX–001

SOCIAL SECURITY NUMBER CPDF–SOC–079

Implementation Date: March 1972.
Definition: The identification number assigned by the Social Security Administration to a person's social security account.
Maintenance Agency: Department of Health ◆ and Human Services, ◆ Social Security Administration.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Social security number—The identification number assigned by the Social Security Administration to the employee's social security account.	9N

Data Representations

Name	*Definition*	*Code*
	Literal—The numerals of the account number assigned by the Social Security Administration (or the dummy SSN created in special circumstances) are the code. If a valid number is not available, create a dummy number in the following way: enter an 8 (or a 9), followed by the Submitting Office Number assigned by OPM, then assign 4 digits sequentially. In assigning the four sequential digits, the following controls must be maintained. a. Uniqueness. Dummy numbers may be used for persons for whom no Social Security Number will be recorded, or for persons temporarily having no Social Security Number. In either case, a dummy number assigned must be unique. A number may not be reused after the person has left the agency or received a valid SSN. In the case of an individual with two or more part-time or intermittent appointments at the same agency, use the valid SSN for one appointment, and a dummy number for each of the other appointments. b. Correction. When a dummy number has been assigned and submitted in a record to CPDF, and a valid SSN is obtained to replace it, use format R to submit the valid number as a correction. Do not submit personnel actions affecting the individual, using the valid SSN, until the SSN correction action is submitted (they can be submitted with the correction). c. 6, 8, or 9 SSN. During the 1940's some persons were assigned "temporary" SSNs beginning with a 6, 8, or 9. Do not submit these as "valid" numbers: obtain a new, valid number from the Social Security Administration for every such employee or new employee, and use a dummy number as prescribed above until the new number is obtained.	

SPECIAL PROGRAMS CPDF–SPE–079

Implementation Date: March 1972.
Definition: Special Programs under which an employee enters the Federal Government, or for which an employee is later selected.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Special program identifier—Indicates the special program, if any, under which the employee is employed. Use lowest code applicable.	2N

Data Representations

Name	*Definition/Explanation*	*Code*
Not applicable		00
Employee—Stay-in-School Campaign.		54
Employee—Summer Aid		55
Employee—Federal Summer Intern.		56
Employee—Federal Junior Fellowship Program.		57
Employee—Work Release Program/Prisoner Rehabilitation Act of 1965.		58
Employee—Veterans Readjustment Appointment.		59
Employee—Veteran 30 percent Compensable Disability.	Only appointments made under Reg. 316.402(b)(5)	60
Employee—Vietnam Era Veteran.		61
Employee—Cooperative Education Program.		62
Trainee		64
Air traffic controllers—enrolled in second career training.		65
◆ Reemployed Annuitant		66
Special Handicap Appointment		67 ◆
Reserved for agency use		90–99

CPDF–SPE–079

SUBJECT OF TRAINING CPDF–SUB–053

Implementation Date: April 1973.
Definition: The principal emphasis of the training completed by an employee.
Maintenance Agency: U.S. Office of Personnel Management, Workforce Effectiveness and Development Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Type of training—Indicates the principal subject matter and emphasis of the training provided an employee. (This standard categorizes the subject matter of the training given, not the position of the person trained.)	♦ 1N ♦

Data Representations

Name	*Definition/Explanation*	*Code*
Executive and management	Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.	1
Supervisory	Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations), human behavior and motivation, communication processes in supervision; work planning, scheduling, and review; and performance evaluation.	2
Legal, medical, scientific, or engineering.	Education or training in the concepts, principles, theories or techniques of such disciplines as law, medicine; the physical, biological, natural, social or behavioral sciences; education; economics, mathematics and statistics; architecture; engineering; or foreign affairs.	3
Administration and analysis	Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity; logistics; finance; systems analysis; policy, program or management analysis; or planning.	4
Specialty and technical	Training of a specialized or technical nature in the methods and techniques of such fields as investigation, security police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work.	5

CPDF–SUB–053

TENURE GROUP

CPDF–TEN–001

Implementation Date: March 1972.
Definition: The retention groups (for reduction-in-force purposes) in which employees are placed based on type of appointment.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group, Policy Analysis and Development.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Tenure code—The code indicating the retention group (for reduction-in-force purposes) in which the employee is placed based on his or her type of appointment.	◆ 1N ◆

Data Representations

Name	*Definition/Explanation*	*Code*
No tenure group................	Employee is in none of the tenure groups established for reduction-in-force purposes.	0
Tenure group 1	◆ **Competitive service**—Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. **Excepted service**—Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.	1
Tenure group 2	◆ **Competitive service**—Tenure group 2 includes employees serving under career-conditional appointments and under career appointments who are serving initial appointment probation. ◆ **Excepted service**—Tenure group 2 includes employees who are serving trial periods, ★★ or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).	2

CPDF–TEN–001

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Tenure group 3	**Competitive service**—Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other nonstatus nontemporary appointments. ♦ **Excepted service** ♦—Tenure group 3 includes employees who tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.	3
SES Career Appointment	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) and has satisfactorily completed the SES probationary period, or is exempt from this requirement.	4
SES Career Appointment—Probation with Placement Rights.	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) following conversion from another appointment and is serving the SES probationary period during which time the employee has guaranteed placement rights under 5 U.S.C. 3594(a).	5
SES Career Appointment—Probation without Placement Rights.	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) upon initial appointment or conversion from another appointment and is serving the SES probationary period during which time the employee has no placement rights.	6
SES Noncareer Appointment	Employee is serving under a noncareer appointment as defined in 5 U.S.C. 3132(a)(7).	7
SES Limited Term Appointment.	Employee is serving under a limited term appointment as defined in 5 U.S.C. 3132(a)(5).	8
SES Limited Emergency Appointment.	Employee is serving under a limited emergency appointment as defined in 5 U.S.C. 3132(a)(6).	9

CPDF–TEN–001

TRAINING, REASONS FOR CPDF–TRA–041

Implementation Date: April 1973.
Definition: Indicates why the person received the training.
Maintenance Agency: Office of Personnel Management, Workforce Effectiveness and Development Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Principal purpose of training—Indicates why the employee received the training. When an instance of training can be identified with more than one purpose, the principal purpose is the code. It reflects management's decision regarding the employee's need for training.	1N

Data Representations

Name	*Definition/Explanation*	*Code*
As a result of mission or program change.	To provide the knowledges or skills needed as a result of change in agency mission, policies, programs, or procedures, e.g., training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded, welfare recipients.	1
As a result of new technology . .	To provide the knowledges or skills required to keep abreast of developments in the employee's occupational field, or in a related field, e.g.. training provided an employee in the use, maintenance or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art."	2
As a result of new work assignments.	To provide the knowledges and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties.	3
To improve present performance.	To provide the knowledges or skills needed to improve or maintain proficiency in present job, e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries. NOTE: Refresher training is to be coded here.	4

CPDF–TRA–041

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
To meet future staffing needs . . .	To provide the knowledges and skills needed to meet future staffing needs through a planned career development program in an occupational speciality, executive or managerial development program, a management internship or a training agreement, or programs to upgrade skills and abilities, e.g., stenographic training for typists, technical training for laboratory assistants, etc.	5
To develop unavailable skills . . .	To provide the knowledges or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates, e.g., air traffic controller or taxpayers service representative training.	6
Trade or craft apprenticeship . . .	To provide the classroom or group portion of the formal training that, together with guided work experience, permit the employee to acquire the knowledges and skills needed to meet the full requirements for journeyman status in an apprenticeship program.	7
Orientation	To provide orientation to the policies, purposes, mission and functions of the employing agency or the Federal Government for new employees.	8
Adult basic education	To provide the basic knowledges and skills needed to permit the employee to function in the world of work.	9

CPDF-TRA-041

TRAINING, HIGH INTEREST PROGRAMS **CPDF–TRA–045**

Implementation Date: July 1973.
Definition: Programs of high interest requiring planned actions by agencies to provide training to certain employees in support of the program.
Maintenance Agency: U.S. Office of Personnel Management, Workforce Effectiveness and Development Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Special interest program training—The program of special interest in support of which the training was provided to the employee as a part of the planned action of the agency in support of the program.	◆ 1N ◆

Data Representations

Name	*Definition/Explanation*	*Code*
No special program	Training was not a part of the agency's planned action in support of a special interest program.	0
Executive development	Training was provided as a part of the agency's executive development program. (FPM chapter 412, appendix A, Guidelines for Executive Development Program.)	1
Supervision	Training was provided as a part of the agency's program to train all newly appointed supervisors. (FPM chapter 335, section 3–8b.)	2

CPDF–TRA–045

TRAINING RECEIVED, SOURCES OF CPDF–TRA–051

Implementation Date: April 1973.
Definition: The sources of training received by an employee.
Maintenance Agency: U.S. Office of Personnel Management, Workforce Effectiveness and Development Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Source of training—Indicates the Government or non-Government activity that provided the training received by the employee.	♦ 1N ♦

Data Representations

Name	*Definition/Explanation*	*Code*
Government-agency	Use when the training was given by the employee's agency, by agency staff. (''Agency'' refers to the major organizational unit, i.e., the department, agency or independent establishment.)	1
Government-interagency	Use when the training was given by an agency other than the employee's agency or an interagency training activity.	2
Non-Government—designed for agency.	Use when the training was developed and given expressly for the agency by an individual, company, educational institution, professional association or consultant under contract to the agency.	3
Non-Government—''Off-the-Shelf''.	Use when the trainee was enrolled in a standard training or educational experience offered by company, professional association, educational institution or other source, (e.g., university courses; professional symposia; technical, business, or vocational school courses.)	4
State or local government	Use when the training was given by a State or local government agency or activity. (Education or training provided by State or local educational institutions is to be coded 3 or 4 as appropriate.)	5

VETERANS PREFERENCE CATEGORIES

CPDF–VET–001

◆ **Implementation Date:** March 1972 ◆

Definition: The categories of entitlement to preference in the Federal Service based on active military service which terminated honorably.

Maintenance Agency: U.S. Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Veterans preference code—Indicates the employee's category of entitlement to preference in the Federal service based on active military service which terminated honorably.	1N

Data Representations

Name	*Definition/Explanation*	*Code*
★★	★	★
None	Person is not entitled to veterans preference	1
5-point	Veteran is entitled to 5-point preference	2
10-point disability	Veteran is entitled to 10-point preference due to a service-connected disability.	3
10-point compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent.	4
10-point other	Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran (see FPM chapter 211 for details).	5
10-point/30 percent compensable.	Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more.	6

WORK SCHEDULE CPDF-WOR-003

Implementation Date: March 1972.
Definition: The time basis on which a person is scheduled to work.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Work schedule code—Indicates the time basis on which an employee is scheduled to work	1A

Data Representations

Name	*Definition/Explanation*	*Code*
Full-time	A schedule which requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class.	F
Part-time	A schedule which requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	P
Intermittent	A schedule which requires an employee to work an irregular number of hours or days (i.e., on an occasional basis).	I

YEAR

CPDF-YEA-003

Implementation Date: March 1972.
Definition: A period of 365 or 366 days divided into 12 months.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/Class*
Year degree attained—The calendar year during which the employee received the academic degree input under ACADEMIC EDUCATION LEVEL. (This field should be completed only when the academic degree received is a Bachelor's degree or higher—i.e., code 13 or higher for ACADEMIC EDUCATION LEVEL.)	2N

Data Representations

Name	*Definition/Explanation*	*Code*
Not applicable	Academic degree received is less than a Bachelor's degree (code 12 or less is input for employee in ACADEMIC EDUCATION LEVEL).	Blank
	Literal—the numerals of the tens and units identification of the year are the codes for the first and second positions of the field, respectively. For example, the year 1927 is represented as 27; the year 1962 is represented as 62.	XX

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Subchapter S2. Substitute Standards Used in Nonautomated Interchange

S2-1. PREFACE

The Central Personnel Data File allows information interchange in both automated and nonautomated modes. In most instances, the data standards are identical in both modes. This subchapter contains only those data standards which are different for nonautomated interchange. The automated interchange counterparts of these standards, and the standards identical in both interchange modes, are found in Standards Used in Automated Interchange, of this book.

CALENDAR DATE—NONAUTOMATED CPDF-CAL-018

Implementation Date: March 1972.

Definition: A numerical code of six consecutive positions that represent (from left to right) the month, the day, and the year, as identified by the Gregorian calendar.

Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Date of birth—The date of birth of the employee	6N
Service computation date (leave)—The employee's service computation date established for leave accrual rate.	6N
Effective date of personnel action—The date the personnel action (identified by the particular nature of personnel action code) concerning the employee is effective.	6N
Course completion date—The ending date of a training course or program	6N

Data Representations

Name	*Definition/Explanation*	*Code*
	Calendar date is represented by a numeric code of six consecutive positions that represent (from left to right) the month, the day, and the year, as identified by the Gregorian calendar. Allowable codes in the "Month" positions are 01 to 12; allowable codes in the "Day" positions are 01 to 31; allowable codes in the "Year" positions are 00 to 99.	

CPDF-CAL-018

CITIZENSHIP STATUS, UNITED STATES—NONAUTOMATED CPDF–CIT–084

Implementation Date: March 1972.
Definition: Indicates United States citizenship status.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Citizenship code—Indicates whether the employee is a United States citizen or a foreign national serving on U.S. territory.	1A

Data Representations

Name	*Definition/Explanation*	*Code*
U.S. Citizen	Employee is a United States citizen by birth or naturalization ...	BLANK
Foreign national serving on U.S. territory.	"U.S. territory" here refers to the 50 States of the United States, the District of Columbia or an area listed in FPM chapter 591, appendix A (the code for a foreign national is input preceding the social security number on the SF 50 or authorized exceptions thereto).	N

CPDF–CIT–084

NAME, PERSONAL—NONAUTOMATED CPDF–NAM–067

Implementation Date: March 1972.
Definition: The name by which a person is known or designated on all official transactions.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Employee name—The name by which the employee is known or designated on all official transactions.	

Data Representations

Name	*Definition*	*Code*
Literal	The data is taken from Standard Form 50, Item 1, Name. Enter in capital letters, giving the last name first, followed by the first and middle names or by one given name and one initial. Maiden name (or the initial of the maiden name) may be entered under "middle."	

CPDF–NAM–067

NATURE OF PERSONNEL ACTION—NONAUTOMATED

CPDF-NAT-050

Implementation Date: January 1976.
Definition: The specific personnel management action used to initiate, change, or terminate a condition of employment or to create or change a personnel record.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Nature of action—The specific personnel management action used to initiate, to create or change employee's personnel record, change or terminate a condition of employment, or to process certain submission and correction records within the CPDF.	3N

Data Representations

Name	*Definition/Explanation*	*Code*
Cancellation	....	001
Correction	....	002
Amendment	....	003
Recreation or resubmission of a CPDF record.	Created for CPDF use only	005
Submission of CPDF educational data.	For use by the Defense Mapping Agency and the Department of Housing and Urban Development on OPM Form 1199 only.	011
Change in minority group designation.	For use on OPM Form 1163 only	012
Change in reportable handicap.	Created for CPDF use only .... All natures of action with codes greater than 099 (as listed in CPDF-NAT-009) are also acceptable in nonautomated interchange.	013

CPDF-NAT-050

TITLE, PERSONAL—NONAUTOMATED CPDF–TIT–046

Implementation Date: March 1972.
Definition: The prefix to a person's name used as a polite form of address.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Sex of employee—The sex of the employee (based on the personnel title prefixed to their name on their SF 50 or authorized exceptions thereto).	4A

Data Representations

Name	*Definition/Explanation*	*Code*
	These titles are included in item 1, NAME, on the SF 50.	
Mistress	A title prefixed to the name of a married woman	MRS.
Miss	The conventional title prefixed to the name of an unmarried woman	MISS
Mister	A title prefixed to the name of a man	MR.
Ms	A title prefixed to the name of a woman	MS.

CPDF–TIT–046

Subchapter S3. Keyword Index to Titles of CPDF Data Elements and Representation Sets

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Guide to Using the Keyword Index

S3-1. COVERAGE

The keyword index includes entries for all data standards published in this book; included are both standard data elements and standard representation sets. Part I is the index to standards published in Subchapter S1, Standards Used in Automated Interchange. Part II is the index to standards published in Subchapter S2, Substitute Standards Used in Nonautomated Interchange.

S3-2. ORDERING OF ENTRIES

a. Each standard is indexed by the keywords in its title. Certain words in the titles of standards are auxiliary to meaning and therefore have not been listed as keywords in this index (e.g., of, to, the).

b. For each entry three items of information are given:

(1) Title of the standard;
(2) Title of the associated representation set;
(3) Reference number of the associated representation set.

S3-3. TITLE OF THE STANDARD

A title printed entirely in CAPITAL LETTERS is the official title of the standard referenced. A title printed in capital and lower-care letters is a variation of the official title by keywords. For example, ACADEMIC EDUCATION LEVEL is the official title of the standard also listed as Education Level, Academic and Level, Academic Education.

S3-4. TITLE OF THE ASSOCIATED REPRESENTATION SET

Every data element must be associated with a representation set. These titles are all official titles of the representation sets.

S3-5. REFERENCE NUMBER

a. Reference numbers are assigned to representation sets only. Reference numbers consist of three parts separated by dashes (e.g., CPDF-OCC-031).

(1) The first part consists of an acronym for a particular automated system (e.g., all of the representation sets in this book relate to the Central Personnel Data File, thus CPDF forms the first part of their reference numbers).

(2) The second part consists of three alphabetic characters. These three characters are always the first three letters of the first word of the official title of the standard.

(3) The third part consists of three numeric characters assigned to differentiate reference numbers identical in the first two parts (e.g., a number of standards use CPDF-PAY as the first two parts of the reference number).

Part 1. Keyword Index to Standards Used in Automated Interchange (Reference Subchapter S1)

Titles by Keyword	*Title of Associated Representation Set*	*Reference Number of Associated Representation Set*
ACADEMIC CONCENTRATIONS	ACADEMIC CONCENTRATIONS	CPDF–ACA–003
ACADEMIC DISCIPLINE	ACADEMIC CONCENTRATIONS	CPDF–ACA–003
ACADEMIC EDUCATION LEVEL	EDUCATION LEVEL	CPDF–EDU–003
Action, Effective Date of	CALENDAR DATE	CPDF–CAL–003
Action, Nature of	NATURE OF PERSONNEL ACTION.	CPDF–NAT–009
Action, Nature of Personnel	NATURE OF PERSONNEL ACTION.	CPDF–NAT–009
AGENCY CODE	ORGANIZATION IDENTIFICATION.	CPDF–ORG–001
Amount of Dollars	DOLLARS, AMOUNT OF	CPDF–DOL–001
Attained, Year Degree	YEAR	CPDF–YEA–003
Basis Code, Pay	PAY BASIS	CPDF–PAY–002
Basis, Pay	PAY BASIS	CPDF–PAY–002
Birth, Date of	CALENDAR DATE	CPDF–CAL–003
CALENDAR DATE	CALENDAR DATE	CPDF–CAL–003
CATEGORIES, VETERAN PREFERENCE	VETERAN PREFERENCE CATEGORIES	CPDF–VET–001
CITIZENSHIP CODE	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–001
CITIZENSHIP STATUS, UNITED STATES	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–001
Civilian Retirement System	RETIREMENT SYSTEM, CIVILIAN	CPDF–RET–001
Classification of Scientists and Engineers, Functional	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
Code, Agency	ORGANIZATION IDENTIFICATION.	CPDF–ORG–001
Code, Citizenship	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–001
Code, Location	GEOGRAPHICAL LOCATION	CPDF–GEO–007
Code, Occupational	OCCUPATIONAL SERIES	CPDF–OCC–031
Code, Pay Basis	PAY BASIS	CPDF–PAY–002
Code, Pay Plan	PAY PLAN	CPDF–PAY–001
Code, Retirement	RETIREMENT SYSTEM, CIVILIAN.	CPDF–RET–001
Code, Tenure	TENURE GROUP	CPDF–TEN–001
Code, Veterans Preference	VETERAN PREFERENCE CATEGORIES	CPDF–VET–001
Code, Work Schedule	WORK SCHEDULE	CPDF–WOR–003
Completion Date, Course	CALENDAR DATE	CPDF–CAL–003
Computation Date, Service	CALENDAR DATE	CPDF–CAL–003
Concentrations, Academic	ACADEMIC CONCENTRATIONS	CPDF–ACA–003
Costs, Direct, Training	DOLLARS, AMOUNT OF	CPDF–DOL–001
Costs, Indirect, Training	DOLLARS, AMOUNT OF	CPDF–DOL–001
COURSE COMPLETION DATE.	CALENDAR DATE	CPDF–CAL–003
Date, Calendar	CALENDAR DATE	CPDF–CAL–003
Date, Course Completion	CALENDAR DATE	CPDF–CAL–003
Date, Effective, of Action	CALENDAR DATE	CPDF–CAL–003
DATE OF BIRTH	CALENDAR DATE	CPDF–CAL–003
Date, Service Computation (Leave)	CALENDAR DATE	CPDF–CAL–003
Degree Attained, Year	YEAR	CPDF–YEA–003
Designation, Minority Group	MINORITY GROUP IDENTITY	CPDF–MIN–003

Titles by Keyword	*Title of Associated Representation Set*	*Reference Number of Associated Representation Set*
Determinant, Pay Rate	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
DIRECT COSTS TRAINING	DOLLARS, AMOUNT OF	CPDF–DOL–001
Disabilities, Medical	MEDICAL DISABILITIES	CPDF–MED–001
Discipline, Academic	ACADEMIC CONCENTRATIONS	CPDF–ACA–003
DOLLARS, AMOUNT OF	DOLLARS, AMOUNT OF	CPDF–DOL–001
Education Level, Academic	EDUCATION LEVEL	CPDF–EDU–003
EDUCATION LEVEL	EDUCATION LEVEL	CPDF–EDU–003
EFFECTIVE DATE OF ACTION	CALENDAR DATE	CPDF–CAL–003
Employees' Group Life Insurance, Federal	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Employees' Group Life Insurance Status, Federal	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
EMPLOYEE NAME	NAME, PERSONAL	CPDF–NAM–042
Employee, Sex of	SEX	CPDF–SEX–001
Engineers, Functional Classification of Scientists and	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
Engineers, Job Functions of Scientists and	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
Factors, Pay Rate Special	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Format, Record	RECORD FORMAT	CPDF–REC–042
FUNCTIONAL CLASSIFICATION OF SCIENTISTS AND ENGINEERS	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
Functions of Scientists and Engineers, Job	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
GEOGRAPHICAL LOCATION	GEOGRAPHICAL LOCATION	CPDF–GEO–007
GRADE OR LEVEL	GRADE OR LEVEL	CPDF–GRA–007
Grade, Pay	GRADE OR LEVEL	CPDF–GRA–007
Group Designation, Minority	MINORITY GROUP IDENTITY	CPDF–MIN–089
Group Identity, Minority	MINORITY GROUP IDENTITY	◆ CPDF–MIN–089 ◆
Group Life Insurance, Federal Employees'	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Group Life Insurance Status, Federal Employees'	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Group, Tenure	TENURE GROUP	CPDF–TEN–001
Handicap, Reportable	MEDICAL DISABILITIES	◆ CPDF–MED–001 ◆
High Interest Programs, Training	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
HOURS, NUMBER OF	HOURS, NUMBER OF	CPDF–HOU–008
Hours of Training, Nonduty	HOURS, NUMBER OF	CPDF–HOU–008
Hours of Training, On-Duty	HOURS, NUMBER OF	CPDF–HOU–008
Identification, Organization	ORGANIZATION IDENTIFICATION	CPDF–ORG–001
Identifier, Position Service	POSITION SERVICE IDENTIFIER	CPDF–POS–037
Identifier, Special Program	SPECIAL PROGRAMS	CPDF–SPE–079
Identity, Minority	MINORITY GROUP IDENTITY	CPDF–MIN–089
Indicator, Position, Supervisory or Managerial	POSITION INDICATOR, SUPERVISORY OR MANAGERIAL	CPDF–POS–077
Indirect Costs, Training	DOLLARS, AMOUNT OF	CPDF–DOL–001

Titles by Keyword	*Title of Associated Representation Set*	*Reference Number of Associated Representation Set*
Insurance, Federal Employees' Group Life	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Insurance Status, Federal Employees' Group Life	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Interest Programs, Training, High	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
Interest Program Training, Special	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
(Leave), Service Computation Date	CALENDAR DATE	CPDF–CAL–003
Level, Academic Education	EDUCATION LEVEL	CPDF–EDU–003
Level, Education	EDUCATION LEVEL	CPDF–EDU–003
Level, Grade or	GRADE OR LEVEL	CPDF–GRA–007
Life Insurance, Federal Employees' Group	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Life Insurance Status, Federal Employees' Group	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
LOCATION CODE	GEOGRAPHIC LOCATION	CPDF–GEO–007
Location, Geographical	GEOGRAPHIC LOCATION	CPDF–GEO–007
Managerial Position Indicator	POSTITION INDICATOR, SUPERVISORY OR MANAGERIAL	CPDF–POS–077
MEDICAL DISABILITIES	MEDICAL DISABILITIES	CPDF–MED–001
MINORITY GROUP DESIGNATION	MINORITY GROUP IDENTITY	CPDF–MIN–089
MINORITY GROUP IDENTITY	MINORITY GROUP IDENTITY	CPDF–MIN–089
Name, Employee	NAME, PERSONAL	CPDF–NAM–042
NAME, PERSONAL	NAME, PERSONAL	CPDF–NAM–042
NATURE OF ACTION	NATURE OF PERSONNEL ACTION	CPDF–NAT–009
NATURE OF PERSONNEL ACTION	NATURE OF PERSONNEL ACTION	CPDF–NAT–009
NON-DUTY HOURS OF TRAINING	HOURS, NUMBER OF	CPDF–HOU–008
Number of Hours	HOURS, NUMBER OF	CPDF–HOU–008
Number, Social Security	SOCIAL SECURITY NUMBER	CPDF–SOC–079
Number, Submitting Office	SUBMITTING OFFICES	CPDF–SUB–081
OCCUPATIONAL CODE	OCCUPATIONAL SERIES	CPDF–OCC–031
OCCUPATIONAL SERIES	OCCUPATIONAL SERIES	CPDF–OCC–031
Occupied, Position	POSITION SERVICE IDENTIFIER	CPDF–POS–037
Office Number, Submitting	SUBMITTING OFFICES	CPDF–SUB–081
Offices, Submitting	SUBMITTING OFFICES	CPDF–SUB–081
ON-DUTY HOURS OF TRAINING	HOURS, NUMBERS OF	CPDF–HOU–008
ORGANIZATION IDENTIFICATION	ORGANIZATION IDENTIFICATION	CPDF–ORG–001
PAY BASIS	PAY BASIS	CPDF–PAY–002
PAY BASIS CODE	PAY BASIS	CPDF–PAY–002
PAY GRADE	GRADE OR LEVEL	CPDF–GRA–007
PAY PLAN	PAY PLAN	CPDF–PAY–001
PAY PLAN CODE	PAY PLAN	CPDF–PAY–001
PAY RATE DETERMINANT	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
PAY RATE SPECIAL FACTORS	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
PAY RATE STEP	PAY RATE STEP	CPDF–PAY–079
Personal Name	NAME, PERSONAL	CPDF–NAM–042
Personnel Action, Nature of	NATURE OF PERSONNEL ACTION	CPDF–NAT–009
Plan Code, Pay	PAY PLAN	CPDF–PAY–001

Titles by Keyword	*Title of Associated Representation Set*	*Reference Number of Associated Representation Set*
Plan, Pay	PAY PLAN	CPDF–PAY–001
POSITION OCCUPIED	POSITION SERVICE IDENTIFIER	CPDF–POS–037
POSITION SERVICE IDENTIFIER	POSITION SERVICE IDENTIFIER	CPDF–POS–037
POSITION INDICATOR, SUPERVISORY OR MANAGERIAL	POSITION INDICATOR, SUPERVISORY OR MANAGERIAL	CPDF–POS–077
Preference Code, Veterans	VETERAN PREFERENCE CATEGORIES	CPDF–VET–001
Preference Categories, Veteran	VETERAN PREFERENCE CATEGORIES	CPDF–VET–001
PRINCIPAL PURPOSE OF TRAINING.	TRAINING, REASONS FOR	CPDF–TRA–041
Programs, Special	SPECIAL PROGRAMS	CPDF–SPE–079
Program Identifier, Special	SPECIAL PROGRAMS	CPDF–SPE–079
Programs Training, High Interest	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
Program Training, Special Interest	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
Purpose of Training, Principal	TRAINING, REASONS FOR	CPDF–TRA–041
Rate Determinant, Pay	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
Rate Special Factors, Pay	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
Rate Step, Pay	PAY RATE STEP	CPDF–PAY–079
Reasons for Training	TRAINING, REASONS FOR	CPDF–TRA–041
Received, Sources of Training	TRAINING RECEIVED, SOURCES OF	CPDF–TRA–051
RECORD FORMAT	RECORD FORMAT	CPDF–REC–042
RECORD TYPE	RECORD FORMAT	CPDF–REC–042
REPORTABLE HANDICAP	MEDICAL DISABILITIES	CPDF–MED–001
RETIREMENT CODE	RETIREMENT SYSTEM, CIVILIAN	CPDF–RET–001
RETIREMENT SYSTEM CIVILIAN	RETIREMENT SYSTEM, CIVILIAN	CPDF–RET–001
SALARY	DOLLARS, AMOUNT OF	CPDF–DOL–001
Schedule Code, Work	WORK SCHEDULE	CPDF–WOR–003
Schedule, Work	WORK SCHEDULE	CPDF–WOR–003
Scientists and Engineers, Functional Classification of	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
Scientists and Engineers, Job Functions of	JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS	CPDF–JOB–005
Security Number, Social	SOCIAL SECURITY NUMBER	CPDF–SOC–079
Series, Occupational	OCCUPATIONAL SERIES	CPDF–OCC–031
SERVICE COMPUTATION DATE (LEAVE)	CALENDAR DATE	CPDF–CAL–003
Service Identifier, Position	POSITION SERVICE IDENTIFIER	CPDF–POS–037
SEX	SEX	CPDF–SEX–001
SEX OF EMPLOYEE	SEX	CPDF–SEX–001
SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER	CPDF–SOC–079
SOURCE OF TRAINING	TRAINING RECEIVED, SOURCES OF	CPDF–TRA–051
Sources of Training Received	TRAINING RECEIVED, SOURCES OF	CPDF–TRA–051
SPECIAL INTEREST PROGRAM, TRAINING	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045

Titles by Keyword	*Title of Associated Representation Set*	*Reference Number of Associated Representation Set*
Special Factors, Pay Rate	PAY RATE SPECIAL FACTORS	CPDF–PAY–035
SPECIAL PROGRAMS	SPECIAL PROGRAMS	CPDF–SPE–079
SPECIAL PROGRAM IDENTIFIER	SPECIAL PROGRAMS	CPDF–SPE–079
States, United, Citizenship Status	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–001
Status, Federal Employees' Group Life Insurance	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS	CPDF–FED–001
Status, United States, Citizenship	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–001
STEP	PAY RATE STEP	CPDF–PAY–079
Step, Pay Rate	PAY RATE STEP	CPDF–PAY–079
SUBJECT OF TRAINING	SUBJECT OF TRAINING	CPDF–SUB–053
SUBMITTING OFFICE NUMBER	SUBMITTING OFFICES	CPDF–SUB–081
SUBMITTING OFFICES	SUBMITTING OFFICES	CPDF–SUB–081
Supervisory Position Indicator	POSITION INDICATOR, SUPERVISORY OR MANAGERIAL	CPDF–POS–077
System, Civilian Retirement	RETIREMENT SYSTEM, CIVILIAN	CPDF–RET–001
TENURE CODE	TENURE GROUP	CPDF–TEN–001
TENURE GROUP	TENURE GROUP	CPDF–TEN–001
Training, Direct Costs	DOLLARS, AMOUNT OF	CPDF–DOL–001
TRAINING, HIGH INTEREST PROGRAMS	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
Training, Indirect Costs	DOLLARS, AMOUNT OF	CPDJ–DOL–001
Training, Nonduty Hours of	HOURS, NUMBER OF	CPDF–HOU–008
Training, On-Duty Hours of	HOURS, NUMBER OF	CPDF–HOU–008
Training, Principal Purpose of	TRAINING, REASONS FOR	CPDF–TRA–041
TRAINING, REASONS FOR	TRAINING, REASONS FOR	CPDF–TRA–041
TRAINING RECEIVED, SOURCES OF	TRAINING RECEIVED, SOURCES OF	CPDF–TRA–051
Training, Source of	TRAINING RECEIVED, SOURCES OF	CPDF–TRA–051
Training, Special Interest Program	TRAINING, HIGH INTEREST PROGRAMS	CPDF–TRA–045
Training, Subject of	SUBJECT OF TRAINING	CPDF–SUB–053
Training, Type of	SUBJECT OF TRAINING	CPDF–SUB–053
TYPE OF TRAINING	SUBJECT OF TRAINING	CPDF–SUB–053
Type, Record	RECORD FORMAT	CPDF–REC–042
United States, Citizenship Status	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–003
VETERAN PREFERENCE CATEGORIES	VETERAN PREFERENCE CATEGORIES	CPDF–VET–001
VETERANS PREFERENCE CODE	VETERAN PREFERENCE CATEGORIES	CPDF–VET–001
WORK SCHEDULE	WORK SCHEDULE	CPDF–WOR–003
WORK SCHEDULE CODE	WORK SCHEDULE	CPDF–WOR–003
YEAR	YEAR	CPDF–YEA–003
YEAR DEGREE ATTAINED	YEAR	CPDF–YEA–003

Part 2. Keyword Index to Standards Used in Nonautomated Interchange (Reference Subchapter S2)

Titles by Keyword	*Title of Associated Representation Set* [1]	*Reference Number of Associated Representation Set*
Action, Effective Date of	CALENDAR DATE	CPDF–CAL–018
Action, Nature of Personnel	NATURE OF PERSONNEL ACTION	CPDF–NAT–050
Birth, Date of	CALENDAR DATE	CPDF–CAL–018
CALENDAR DATE	CALENDAR DATE	CPDF–CAL–018
CITIZENSHIP CODE	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–084
CITIZENSHIP STATUS, UNITED STATES	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–084
Code, Citizenship	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–084
Completion Date, Course	CALENDAR DATE	CPDF–CAL–018
Computation Date (Leave), Service	CALENDAR DATE	CPDF–CAL–018
COURSE COMPLETION DATE	CALENDAR DATE	CPDF–CAL–018
Date, Calendar	CALENDAR DATE	CPDF–CAL–018
Date, Course Completion	CALENDAR DATE	CPDF–CAL–018
Date of Action, Effective	CALENDAR DATE	CPDF–CAL–018
DATE OF BIRTH	CALENDAR DATE	CPDF–CAL–018
Date (Leave), Service Computation	CALENDAR DATE	CPDF–CAL–018
EFFECTIVE DATE OF ACTION	CALENDAR DATE	CPDF–CAL–018
EMPLOYEE NAME	NAME, PERSONAL	CPDF–NAM–067
Employee, Sex of	TITLE, PERSONAL	CPDF–TIT–046
(Leave), Service Computation Date	CALENDAR DATE	CPDF–CAL–018
Name, Employee	NAME, PERSONAL	CPDF–NAM–067
NAME, PERSONAL	NAME, PERSONAL	CPDF–NAM–067
NATURE OF PERSONNEL ACTION	NATURE OF PERSONNEL ACTION	CPDF–NAT–050
Personal Name	NAME, PERSONAL	CPDF–NAM–067
Personal Title	TITLE, PERSONAL	CPDF–TIT–046
Personnel Action, Nature of	NATURE OF PERSONNEL ACTION	CPDF–NAT–050
SERVICE COMPUTATION DATE (LEAVE)	CALENDAR DATE	CPDF–CAL–018
SEX OF EMPLOYEE	TITLE, PERSONAL	CPDF–TIT–046
States, Citizenship, United	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–084
Status, United States Citizenship	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–084
TITLE, PERSONAL	TITLE, PERSONAL	CPDF–TIT–046
United States, Citizenship Status	CITIZENSHIP STATUS, UNITED STATES	CPDF–CIT–084

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[1] These titles all have the word "Nonautomated" appended to them in subchapter S2.

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Subchapter S4. Other Publications Containing Representations Referenced in CPDF Standards

S4–1. INTRODUCTION

Rather than duplicate lengthy lists of data representations that are readily available from other sources, reference is made in certain of the standards in this book to separate publications which contain the representations. Each of these publications is listed below along with the reference number of the standard in which it is cited. The source of supply and other availability information is given for each publication.

S4–2. LIST OF PUBLICATIONS

Representation Set Reference Number	*Related Information*
****	*********
CPDF–CAL–003	*Publication:* FIPS PUB 4, Calendar Date. *Source:* Department of Commerce, National Bureau of Standards, Institute for Computer Sciences and Technology. *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402, SD Catalog Number C13.52.4
CPDF–CIT–001 CPDF–CIT–084	*Publication:* FPM Chapter 591, Allowances and Differentials Payable in Nonforeign Areas Appendix A, Areas Covered and Rates Authorized. *Source:* U.S. Office of Personnel Management, Compensation Division. *Availability:*[1] *Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.*
CPDF–JOB–005	*Publication:* FPM Supplement 296-31, Processing Personnel Actions, Book V, Table 3. *Source:* U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division. *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

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[1] Chapters of the Federal Personnel Manual are not sold individually. They may be obtained by purchasing a subscription to the manual. Reference copies of the FPM are available in Government agency libraries and in many libraries throughout the United States.

Representation Set Reference Number	*Related Information*
CPDF–JOB–005	*Publication:* Position Classification Standards for White Collar Positions under the General Schedule. ◆ *Source:* U.S. Office of Personnel Management, Staffing Services Group. ◆ *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
CPDF–GEO–007	*Publication:* FIPS PUB 5–1, States and Outlying Areas of the United States. *Source:* Department of Commerce, National Bureau of Standards, Institute for Computer Sciences and Technology. *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. SD Catalog Number C13:52:5–1.
CPDF–GEO–007	*Publication:* FIPS PUB 6–2, Counties and County Equivalents of the States of the United States. *Source:* Department of Commerce, National Bureau of Standards, Institute for Computer Sciences and Technology. *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. SD Catalog Number C13:52:6–2.
CPDF–GEO–007	*Publication:* FIPS PUB 10–2, Countries, Dependencies, and Areas of Special Sovereignty. *Source:* Department of Commerce, National Bureau of Standards, Institute for Computer Sciences and Technology. *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. SD Catalog Number C13:52:10–2.
CPDF–GEO–007	*Publication:* Worldwide Geographic Location Codes. *Source:* General Services Administration, Office of Finance. *Availability:* Requisition through GSA GSS Stores Depot, Stock Number NSN 7610–926–9078 or Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
CPDF–POS–077	*Publication:* Personnel Management Series No. 22, Supervisory Grade Evaluation Guide and Qualification Standard (October 1976). ◆ *Source:* U.S. Office of Personnel Management, Staffing Service Group. ◆ *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

☆U.S. GOVERNMENT PRINTING OFFICE: 1981 – 311-539/404

Representation Set Reference Number	*Related Information*
CPDF-SUB-081	*Publication:* Monthly Submitting Office Number (SON) Agency Listing. *Source:* Office of Personnel Management, Agency Relations Group, Work Force Information Division.
CPDF-TRA-045	*Publication:* FPM Chapter 412, Executive Development, Appendix A, Guidelines for Executive Development Programs.[1] *Source:* Office of Personnel Management, Workforce Effectiveness and Development Group. *Availability:* [1]Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
CPDF-TRA-045	*Publication:* FPM Chapter 335, Promotion and Internal Placement.[1] *Source:* Office of Personnel Management, Workforce Effectiveness and Development Group. *Availability:* [1]Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
CPDF-OCC-031	*Publication:* Handbook of Occupational Groups and Series of Classes (October 1969). *Source:* Office of Personnel Management, Staffing Services Group. *Availability:* U.S. Government Printing Office, Washington, D.C. 20402.
CPDF-OCC-031	*Publication:* Post Office Department Personnel Handbook Series P-1 (1974) and P-4 (1973). *Source:* U.S. Postal Service. *Availability:* Director of Compensation, U.S. Postal Service Headquarters, L'Enfant Plaza, Washington, D.C. 20260.
CPDF-OCC-031	*Publication:* FPM Supplement 512-1, Job Grading System for Trades and Labor Occupations, Part III. *Source:* Office of Personnel Management, Staffing Services Group. *Availability:* Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

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[1] Chapters of the FEDERAL PERSONNEL MANUAL are not sold individually. They may be obtained by purchasing a subscription to the manual. Reference copies of the FPM are available in Government agency libraries and in many libraries throughout the United States.

Appendix A.
List of Federal Program Standards

A-1. REPRESENTATION SETS[1]

(Listed by title and providing FIPS number and reference number.)

A-2. DATA ELEMENTS[1]

(Listed by title and providing FIPS number, representation set with which associated and reference number of the representation set.)

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[1] To be published in a future installment.

Appendix B.

Forms for Proposing or Revising Data Standards

B–1. INTRODUCTION

a. The OPM Forms 975, 975A, and 975B printed in this appendix are to be used for proposing new data standards or proposing revisions to existing data standards. Instructions on their completion are found on the back of each form.

b. Copies of these forms should be locally reproduced from the pages of this appendix.

PERSONNEL DATA STANDARDIZATION PROPOSAL

Read instructions on the back before entering data below. Fill in all items that pertain to your proposal. Fill in OPM Forms 975A and 975B to complete Items 6 and 7, if appropriate, and attach to this form. Submit this form and all attachments in duplicate.

U.S. Office of Personnel Management
Agency Relations Group
Work Force Information Division
1900 E Street, N.W.
Washington, D.C. 20415

OPM ACTION

☐ Proposal Approved
☐ Proposal Not Approved
(Explanation Attached)

Effective Date *(Year, Month, Day)*

Action Official's Signature

1. Reference Number

2. Description of Proposal

3. Title

4. Definition/Explanation

5. Proposed Maintenance Agency

6. Data Representations *(Names, Definitions, and Codes) (Use OPM Form 975A)*
☐ Check, if attached

7. Data Element *(Use OPM Form 975B)*
☐ Check, if attached

8. Rationale

9. For Additional Information Call
Name and Telephone Number

10. Personnel Coordination
Signature and Title

11. Return Mailing Address *(Agency Point of Contact)*

12. Point of Contact—Proposal Approved
Signature and Title

13. Date of Point of Contact Approval
(Year, Month, Day)

To Be Reproduced Locally

OPM Form 975
(Rev. 1-80)

OPM Form 975—**Continued**

INSTRUCTIONS – OPM FORM 975

ITEM 1. From FPM Supplement 292-1, enter the reference number of the Representation Set to which your proposal pertains. If you are proposing a new Representation Set (or one composed of two or more existing sets not previously linked together), fill in the word, NEW.

ITEM 2. Clearly explain what it is that you propose, viz., to add a Data Element, modify a Definition, delete a Data Code, etc.

ITEM 3. From FPM Supplement 292-1, enter the clear text title of the Data Representation Set referred to above in ITEM 1. For a new Data Representation Set, fill in the proposed title.

ITEM 4. If the Definition of the Data Representation Set referred to in ITEM 1 will be changed by your proposal, enter the complete Definition using arrows to set off → the proposed changes. ← For a new Data Representation Set, fill in the proposed Definition. Do not use the term *self-explanatory*.

ITEM 5. If the Maintenance Agency for the standard will be changed by your proposal, enter the proposed new Maintenance Agency. For a new standard enter the proposed Maintenance Agency.

ITEM 6. Check box only if a Data Representation (Names, Definitions, and Codes) proposal, on OPM FORM 975A, is attached. Instructions for completing OPM FORM 975A are on the back of that form.

ITEM 7. Check box only if a Data Element proposal, on OPM FORM 975B, is attached. Instructions for completing OPM FORM 975B are on the back of that form.

ITEM 8. Clearly tell the underlying basis or reason(s) for what you propose. Document the reference sources consulted in developing your proposal, i.e., Public Law, regulation, executive order, etc.

ITEM 9. Fill in the name and telephone number of the person who has detailed knowledge of the proposal.

ITEM 10. Show clearance of the proposal by agency personnel office via signature and title of person responsible.

ITEM 11. Fill in mailing address of agency point of contact (for Title 15, Subtitle A, Part 6 of the Code of Federal Regulations, unless the agency has otherwise designated) for return of the proposal following OPM action.

ITEM 12. Route proposal to agency point of contact for approval before sending to OPM.

ITEM 13. Use six numerals in year-month-day order to fill in the date, e.g., 79-12-31 (December 31, 1979), 80-01-02 (January 2, 1980).

DATA REPRESENTATIONS CONTINUATION SHEET

(For OPM Form 975, Personnel Data Standardization Proposal)

Reference No.	Continuation Sheet No.

6A–Data Name	6B–Definition	6C–Data Code

To Be Reproduced Locally

OPM Form 975-A
(Rev. 1-80)

OPM Form 975A—Continued

INSTRUCTIONS—OPM FORM 975A

This form should *only* be submitted as an attachment to OPM FORM 975. Complete in duplicate as follows:

— In the space for *Reference No.* enter the number from ITEM 1, OPM FORM 975, if any; otherwise, fill in the word, NEW.

— Use the space marked *Continuation Sheet No.* for numbering the sheets (pages) making up this part of the proposal. Number the first sheet, 1, and second, 2, and so on as needed.

ITEM 6A. From FPM Supplement 292-1, enter the data name of the entry to which your proposal pertains, using arrows to set off the proposed changes, if any. For each new entry fill in the proposed name. If all of the representations of a new standard are being listed, order the items according to their natural or assigned relationship, i.e., in listing the months of the year, APRIL would follow MARCH and precede MAY.

ITEM 6B. Enter the complete definition, using arrows to set off →the proposed changes,← if any. For each new data name fill in only what is necessary to adequately describe it.

ITEM 6C. Show the actual code assigned to or proposed for each data name that you list, using arrows to set off →any proposed changes← to already assigned codes.

best copy available

DATA ELEMENT CONTINUATION SHEET

(For OPM Form 975, Personnel Data Standardization Proposal)

Reference No.	Continuation Sheet No.

7A–Title	7B–Definition/Location	Entry	
		7C. Size	7D. Class

To Be Reproduced Locally

OPM Form 975-B
(Rev. 1-80)

INSTRUCTIONS – OPM FORM 975B

This form should *only* be submitted as an attachment to OPM FORM 975. Complete in duplicate as follows:

- In the space for **Reference No.** enter the number from ITEM 1, OPM FORM 975, if any; otherwise fill in the word, NEW.
- Use the space marked **Continuation Sheet No.** for numbering the sheets (pages) making up this part of the proposal. Number the first sheet, 1, and second, 2, and so on as needed.

ITEM 7A. From FPM Supplement 292-1, enter the clear text title of the Data Element(s) to which your proposal pertains, using arrows to set off → the proposed changes, ← if any. For each new Data Element, fill in the proposed title..

N.B. The base of interchange of data is the Data Element. Hence, each Data Representation Set must have at least one Data Element to enable use of its codes for data interchange. The title of a Data Element must not be the same as the title of the Data Representation Set to which it is related.

ITEM 7B. Enter the complete Definition, using arrows to set off → the proposed changes, ← if any. For each new Data Element, fill in only what is necessary to adequately describe it. If you also are proposing an addition to or deletion from the location(s) where a Data Element listed in FPM Supplement 292-1 is utilized, enter the changes that will be necessary. For each new Data Element, fill in the actual location(s) where it will be (is) used, e.g., SF 50, Block 10.

ITEM 7C. Enter the dimensions of the space required to use the Data Element in a data record or on a form, i.e., the actual number of characters allowable. Set off → any proposed changes ← with arrows.

ITEM 7D. Data may be grouped into classes by whether it is to be entered alphabetically, numerically, or alphanumerically. Show A, N, or A/N for an alphabetic, numeric, or alphanumeric entry. Set off → any proposed changes ← with arrows.

N.B. The entry size and class shown in 7C. and 7D. must always be the size and class of the actual Data Code specified in the data standard to which your proposal pertains. Hence, every proposal to change entry size or class (or both) must be accompanied by a companion proposal (use OPM FORM 975A) to change the related Data Code accordingly.

Appendix C.
Types of Questions Utilized During Requirements Analysis
Contents

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1. Requirements Justification Questions.
2. Output Justification Questions.

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1. Examples of Requirement Justification Questions

Under the Privacy Act of 1974, agencies shall maintain only information about an individual that is relevant and necessary to accomplish the personnel administration purposes of the agency required by statute or Executive Order. For this reason, as well as for basic cost-benefit decisions, each information requirement must be justified on the basis of need and relevancy. The following questions are examples of the kinds of questions which might be used in determining justification for a requirement.

Criteria for Validity

(1) What are the legal bases for this requirement? How will the data sought relate to the purpose (in law) for collecting it? What are the adverse consequences, if any, of not collecting that data?
(2) What are the externally levied requirements? (e.g., OMB, GAO, Congress, the President, etc.)
(3) Who must take what action or make what decision that necessitates the requirement?
(4) Will the data provide better intelligence to reinforce decisions and assess risks? If so, how?
(5) Will the data increase the user's necessary control of personnel management and operations? How?
(6) How is this information requirement currently being satisfied? Comment on specific manual or automated systems now in effect.
(7) Can the requirement be met by modifying another known requirement? If so, which requirement?

Criteria for Priority

(1) What are anticipated benefits of the requirement, tangible or intangible?
(2) What is the expected dollar net savings? (Rough estimate or "ball park" figure.)
(3) What is your urgency and priority of need for this requirement?

2. *Examples of Output Justification Questions*

The following questions are examples of the kinds of questions which might be used to justify outputs intended to satisfy the requirement.

1. Can this output requirement be met by modifying another product? If so, which product?
2. Do you expect the need for this output to continue through the 1980's? Elaborate.
3. Does the data required for the output already exist in some OPM system or other source?
4. If the data required for the output does not exist in a OPM system, can it reasonably be expected to be readily available within an agency? If not readily available, how could the data be collected?
5. Must the data be collected on every individual or would a sampling procedure suffice?
6. How frequently must the data be collected and updated? How long is it necessary to retain the data?
7. Is manual compilation too costly and/or unresponsive? Explain.
8. What are the cost factors which must be considered in the production of this report? Do you regard these costs as prohibitive?
9. Must the product have some official's signature on it? Whose?
10. What privacy and/or security controls are necessary?
11. In order to produce the output, what, if any, changes are required to existing procedures, rules, regulations, etc.?
12. How will the required output be used in the personnel management process, i.e., what management decisions will be aided or enabled by the output?
13. What program management improvements can be expected from having such an output available?
14. What savings in man-hours or dollars would occur if the output were periodically available?
15. Assuming the output becomes available on a recurring basis, what provisions will be needed for backup and recovery in case of catastrophic system failure?
16. How late could the output be and still preserve its utility in the management and decision processes?
17. How would the usefulness of the output be degraded by error levels in its content?
18. At what level of error would the output lose its effectiveness entirely?
19. What improvements, over presently available information, in accuracy, timeliness, completeness, and frequency, could be expected by having the required report available?
20. To what extent would this output be useful to other potential users in its present form or with modifications? Who are these potential users?
21. Do you need data on any Federal agencies or employees not now included in the CPDF? Are there any Federal agencies or employees now included in the CPDF on whom you do not need data?

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292-1 / 292-7

Office of Personnel Management

FPM Bulletin 292-7

Federal Personnel Manual System

FPM Bulletin

Bulletin No. 292-7

Washington, D. C. 20415
July 29, 1981

SUBJECT: Current PATCO Categories

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Heads of Departments and Independent Establishments:

1. The purpose of this Bulletin is to make generally available a current listing of the "PATCO" categories of series listed in OPM's Handbook of Occupational Groups and Series of Classes. This listing may be useful to agencies in carrying out statistical work force analyses.

2. Attachment 1 to this Bulletin provides a listing of series in the Handbook of Occupational Groups and Series of Classes including the appropriate "PATCO" category for each series. The PATCO categorization permits the grouping of individual series in 5 broad categories (Professional, Administrative, Technical, Clerical, and Other) for statistical analyses. Attachment 2 provides the definitions of each of the 5 categories. These definitions and the categorizations are to be used only to facilitate broad statistical work force analyses.

3. In a few cases the PATCO category for a given occupational series is dependent on General Schedule (GS) and Equivalent grade. These exceptions occur in one of six patterns:

Exception Number	GS Grade Range	Category
1	1-6	C
	7-18	T
2	1-6	C
	7-10	T
	11-18	A
3	1-10	T
	11-18	A
4	1-3	C
	4-18	T
5	1-5	C
	6-18	T

Inquiries: Agency Relations (ACE), Work Force Information Division, Data Standards Section, (202) 632-6294

Code: 292, Personnel Data Standards

* U.S. GOVERNMENT PRINTING OFFICE: 1980- 341-380 705

Distribution: FPM Supplement 292-1

Bulletin Expires: July 20, 1982

PM 1.14/3:

OPM FORM 654 1/79

Exception Number	GS Grade Range	Category
6	1-5	C
	6-10	T
	11-13	A

In the attached listing the exception number is given after the occupational series code where applicable. For example, occupational series code 501 (represented in the list as 00501) is given an exception number 2, indicating that 501 positions in grades GS 1 through 6 fall in PATCO category C, grades GS 7 through 10 fall in PATCO category T, and 11-13 fall in PATCO category A.

4. The attached list is available to agencies on magnetic tape (9 channel, 800 or 1600 BPI). Requests for a copy of this tape should be made, along with a blank tape, in writing to the Chief, Data Standards Section, Work Force Information Division, U.S. Office of Personnel Management (Room 6429), Washington D.C.

5. Inquiries regarding PATCO categorizations of GS series should be addressed to Director, Standards Development Center, U.S. Office of Personnel Management, (Room 3609) 1900 E Street N.W., Washington D.C. 20415.

6. The PATCO categorizations will be updated as changes occur and will be published by FPM Bulletin annually.

Donald J. Devine
Director

Attachments

Occupational Series, PATCO, and Titl

00006	A	CORRECTIONAL INSTITUTION ADMIN
00007	O	CORRECTIONAL OFFICER
00008	A	INSTITUTIONAL ADMINISTRATION
00009	A	INSTITUTIONAL MANAGEMENT
00011	A	BOND SALES PROMOTION
00018	A	SAFETY MANAGEMENT
00019	T	SAFETY TECHNICIAN
00020	P	COMMUNITY PLANNING
00021	T	COMMUNITY PLANNING TECHNICIAN
00023	A	OUTDOOR RECREATION PLANNING
00025	A	PARK MANAGEMENT
00026	T	PARK TECHNICIAN
00027	A	CROP INSURANCE ADMINISTRATION
00028	A	ENVIRONMENTAL PROTECTION SPEC
00029	T	ENVIRONMENTAL PROTECTION ASST
00030	A	SPORTS SPECIALIST
00050	A	FUNERAL DIRECTING
00060	P	CHAPLAIN
00062	T	CLOTHING DESIGN
00072	1	FINGERPRINT IDENTIFICATION
00080	A	SECURITY ADMINISTRATION
00081	O	FIRE PROTECTION-PREVENTION
00082	O	US MARSHAL
00083	O	POLICE
00085	O	GUARD
00090	T	GUIDE
00099	O	GENERAL STUDENT TRAINEE
00101	P	SOCIAL SCIENCE
00102	T	SOCIAL SCI AID AND TECHNICIAN
00105	A	SOCIAL INSURANCE ADMINIS
00106	A	UNEMPLOYMENT INSURANCE
00110	P	ECONOMIST
00119	T	ECONOMICS ASSISTANT
00120	A	FOOD ASSISTANCE PROGRAM SPECIALIST
00130	P	FOREIGN AFFAIRS
00131	P	INTERNATIONAL RELATIONS
00132	A	INTELLIGENCE
00134	C	INTELLIGENCE AID-CLERK
00135	P	FOREIGN AGRICULTURAL AFFAIRS
00136	A	INTERNATIONAL COOPERATION
00140	P	MANPOWER RES AND ANALYSIS
00142	A	MANPOWER DEVELOPMENT
00150	P	GEOGRAPHY
00160	A	EQUAL OPPORTUNITY
00170	P	HISTORY
00180	P	PSYCHOLOGY
00181	T	PSYCHOLOGY AID AND TECHNICIAN
00184	P	SOCIOLOGY
00185	P	SOCIAL WORK
00186	T	SOCIAL SERVICES AID AND ASSIST
00187	A	SOCIAL SERVICES
00188	A	RECREATION SPECIALIST
00189	T	RECREATION AID AND ASSISTANT

00190	P	GENERAL ANTHROPOLOGY
00193	P	ARCHEOLOGY
00199	0	SOCIAL SCIENCE STUDENT TRAINEE
00201	A	PERSONNEL MANAGEMENT
00203	5	PERSONNEL CLERICAL AND ASSIST
00204	1	MIL PERSONNEL CLER AND TECH
00205	A	MILITARY PERSONNEL MGMT
00212	A	PERSONNEL STAFFING
00221	A	POSITION CLASSIFICATION
00222	A	OCCUPATIONAL ANALYSIS
00223	A	SALARY AND WAGE ADMINISTRATION
00230	A	EMPLOYEE RELATIONS
00233	A	LABOR RELATIONS
00235	A	EMPLOYEE DEVELOPMENT
00241	A	MEDIATION
00243	A	APPRENTICESHIP AND TRAINING
00244	A	LABOR-MGMT RELATIONS EXAM
00246	A	CONTRACTOR INDUSTRIAL RELATIONS
00249	A	WAGE AND HOUR COMPLIANCE
00301	2	MISCELLANEOUS ADMIN AND PROGRAMS
00302	C	MESSENGER
00303	5	MISCELLANEOUS CLERK AND ASSISTANT
00304	C	INFORMATION RECEPTIONIST
00305	C	MAIL AND FILE
00309	C	CORRESPONDENCE CLERK
00312	C	CLERK-STENO AND REPORTER
00313	C	WORK UNIT SUPERVISING
00318	C	SECRETARY
00319	C	CLOSED MICROPHONE REPORTER
00322	C	CLERK TYPIST
00332	T	COMPUTER OPERATION
00334	A	COMPUTER SPECIALIST
00335	5	COMPUTER CLERK AND ASSISTANT
00340	A	PROGRAM MANAGEMENT
00341	A	ADMINISTRATIVE OFFICER
00342	A	SUPPORT SERVICES ADMINISTRATION
00343	A	MANAGEMENT ANALYSIS
00344	5	MGMT. CLERICAL AND ASSISTANCE
00345	A	PROGRAM ANALYSIS
00346	A	LOGISTICS MANAGEMENT
00350	C	EQUIPMENT OPERATOR
00351	C	PRINTING CLERICAL
00354	C	BOOKKEEPING MACHINE OPERATION
00355	C	CALCULATING MACHINE OPERATION
00356	C	DATA TRANSCRIBER
00357	C	CODING
00359	C	ELECTRIC ACCOUNTING MACHINE OPERATION
00362	T	ELECTRIC ACCTG MACH PROJECT PLANNING
00382	C	TELEPHONE OPERATING
00385	C	TELETYPIST
00388	T	CRYPTOGRAPHIC EQUIPMENT OPERATION
00389	T	RADIO OPERATING
00390	T	COMM RELAY OPERATION
00391	A	COMMUNICATIONS MANAGEMENT
00392	T	GENERAL COMMUNICATIONS
00393	T	COMMUNICATIONS SPECIALIST
00394	C	COMMUNICATIONS CLERICAL
00401	P	GENERAL BIOLOGICAL SCIENCE

00403	P	MICROBIOLOGY
00404	T	BIOLOGICAL TECHNICIAN
00405	P	PHARMACOLOGY
00406	P	AGRICULTURAL EXTENSION
00408	P	ECOLOGY
00410	P	ZOOLOGY
00413	P	PHYSIOLOGY
00414	P	ENTOMOLOGY
00421	T	PLANT PROTECTION TECHNICIAN
00430	P	BOTANY
00434	P	PLANT PATHOLOGY
00435	P	PLANT PHYSIOLOGY
00436	P	PLANT PROTECTION & QUARANTINE
00437	P	HORTICULTURE
00440	P	GENETICS
00454	P	RANGE CONSERVATION
00455	T	RANGE TECHNICIAN
00457	P	SOIL CONSERVATION
00458	T	SOIL CONSERVATION TECHNICIAN
00459	T	IRRIGATION SYSTEM OPERATION
00460	P	FORESTRY
00462	T	FORESTRY TECHNICIAN
00470	P	SOIL SCIENCE
00471	P	AGRONOMY
00475	P	AGRICULTURAL MANAGEMENT
00480	P	GENERAL FISH-WILDLIFE ADMINISTRATION
00482	P	FISHERY BIOLOGY
00485	P	WILDLIFE REFUGE MANAGEMENT
00486	P	WILDLIFE BIOLOGY
00487	P	HUSBANDRY
00488	A	FISH HATCHERY MANAGEMENT
00493	P	HOME ECONOMICS
00499	O	BIO SCIENCE STUDENT TRAINEE
00501	2	GEN ACCT CLER/ADMIN
00504	A	BUDGET AND ACCOUNTING
00505	A	FINANCIAL MANAGEMENT
00510	P	ACCOUNTING
00512	P	INTERNAL REVENUE AGENT
00525	4	ACCOUNTING TECHNICIAN
00526	T	TAX TECHNICIAN
00530	C	CASH PROCESSING
00540	C	VOUCHER EXAMINING
00544	C	PAYROLL
00545	C	MILITARY PAY
00547	C	BENEFIT PAYMENT ROLL
00560	A	BUDGET ADMINISTRATION
00561	C	BUDGET CLERICAL AND ASSISTANCE
00570	A	FINANCIAL INSTITUTION EXAMINING
00590	C	TIME AND LEAVE
00592	T	TAX ACCOUNTING
00593	T	INSURANCE ACCOUNTS
00599	O	ACCOUNTING STUDENT TRAINEE
00601	P	GENERAL HEALTH SCIENCE
00602	P	MEDICAL OFFICER
00603	T	PHYSICIAN'S ASSISTANT
00610	P	NURSE

00621	T	NURSING ASSISTANT
00622	T	MEDICAL AID-STERILE SUPPLIES
00625	T	AUTOPSY ASSISTANT
00630	P	DIETITIAN
00631	P	OCCUPATIONAL THERAPIST
00633	P	PHYSICAL THERAPIST
00635	P	CORRECTIVE THERAPIST
00636	T	REHABILITATION THERAPY ASSISTANT
00637	P	MANUAL ARTS THERAPIST
00638	P	RECREATION/CREATIVE ARTS THERAPIST
00639	P	EDUCATIONAL THERAPIST
00642	T	NUCLEAR MEDICINE TECHNICIAN
00644	P	MEDICAL TECHNOLOGIST
00645	T	MEDICAL TECHNICIAN
00646	T	PATHOLOGY TECHNICIAN
00647	T	DIAGNOSTIC RADIOLOGIC TECHNOLOGIST
00648	T	THERAPEUTIC RADIOLOGIC TECHNOLOGIST
00649	T	MEDICAL MACHINE TECHNICIAN
00650	T	MEDICAL TECHNICAL ASSISTANT
00660	P	PHARMACIST
00661	T	PHARMACY TECHNICIAN
00662	P	OPTOMETRIST
00664	T	RESTORATION TECHNICIAN
00665	P	SPEECH PATHOLOGY AND AUDIOLOGY
00667	T	ORTHOTIST AND PROSTHETIST
00668	P	PODIATRIST
00669	T	MEDICAL RECORD LIBRARIAN
00670	A	HEALTH SYSTEM ADMINISTRATION
00671	A	HEALTH SYSTEM ADMIN SPECIALIST
00672	T	PROSTHETIC REPRESENTATIVE
00673	A	HOSPITAL HOUSEKEEPING MGMT
00675	T	MEDICAL RECORD TECHNICIAN
00679	C	MEDICAL CLERK
00680	P	DENTAL OFFICER
00681	T	DENTAL ASSISTANT
00682	T	DENTAL HYGIENE
00683	T	DENTAL LAB AID AND TECHNICIAN
00684	T	PUBLIC HEALTH DENTAL HYGIENE
00685	A	PUBLIC HEALTH PROG SPECIALIST
00688	A	SANITARIAN
00690	P	INDUSTRIAL HYGIENE
00696	P	CONSUMER SAFETY
00698	T	ENVIRONMENTAL HEALTH TECHNICIAN
00699	T	HEALTH AID AND TECHNICIAN
00701	P	VETERINARY MEDICAL SCIENCE
00704	T	ANIMAL HEALTH TECHNICIAN
00799	O	VETERINARY STUDENT TRAINEE
00801	P	GENERAL ENGINEERING
00802	T	ENGINEERING TECHNICIAN
00803	P	SAFETY ENGINEERING
00804	P	FIRE PREVENTION ENGINEERING
00806	P	MATERIALS ENGINEERING
00807	P	LANDSCAPE ARCHITECTURE
00808	P	ARCHITECTURE
00809	T	CONSTRUCTION CONTROL
00810	P	CIVIL ENGINEERING
00817	T	SURVEYING TECHNICIAN
00818	T	ENGINEERING DRAFTING

00819	P	ENVIRONMENTAL ENGINEERING
00828	A	CONSTRUCTION ANALYST
00830	P	MECHANICAL ENGINEERING
00840	P	NUCLEAR ENGINEERING
00850	P	ELECTRICAL ENGINEERING
00855	P	ELECTRONICS ENGINEERING
00856	T	ELECTRONICS TECHNICIAN
00858	P	BIOMEDICAL ENGINEERING
00861	P	AEROSPACE ENGINEERING
00871	P	NAVAL ARCHITECTURE
00873	A	SHIP SURVEYING
00880	P	MINING ENGINEERING
00881	P	PETROLEUM ENGINEERING
00890	P	AGRICULTURAL ENGINEERING
00892	P	CERAMIC ENGINEERING
00893	P	CHEMICAL ENGINEERING
00894	P	WELDING ENGINEERING
00895	T	INDUSTRIAL ENGINEERING TECHNICIAN
00896	P	INDUSTRIAL ENGINEERING
00899	O	ENGRG & ARCHITECTURE STUDENT TRAINEE
00904	P	LAW CLERK
00905	P	GENERAL ATTORNEY
00920	A	ESTATE TAX EXAMINING
00930	A	HEARINGS AND APPEALS
00935	P	ADMINISTRATIVE LAW JUDGE
00942	A	DEPORTATION & EXCLUSION EXAMINING
00945	A	CLERK OF COURT
00950	A	PARALEGAL SPECIALIST
00962	T	CONTACT REPRESENTATIVE
00963	5	LEGAL INSTRUMENTS EXAMINING
00965	A	LAND LAW EXAMINING
00967	A	PASSPORT AND VISA EXAMINING
00986	1	LEGAL CLERK AND TECHNICIAN
00987	A	TAX LAW SPECIALIST
00990	3	GENERAL CLAIMS EXAMINING
00991	A	WORKER'S COMPENSATION CLAIMS EXAMINING
00992	T	LOSS AND DAMAGE CLAIMS EXAMINING
00993	A	SOCIAL INSURANCE CLAIMS EXAMINING
00994	T	UNEMPLOY COMPENSATION CLAIMS EXAMINING
00995	T	DEPENDENTS & ESTATES CLAIMS EXAMINING
00996	A	VETERANS CLAIMS EXAMINING
00997	A	CIVIL SERV RETIREMENT CLAIMS EXAMINING
00998	C	CLAIMS CLERICAL
01001	2	GENERAL ARTS AND INFORMATION
01010	T	EXHIBITS SPECIALIST
01015	P	MUSEUM CURATOR
01016	T	MUSEUM SPECIALIST AND TECHNICIAN
01020	T	ILLUSTRATING
01021	C	OFFICE DRAFTING
01040	A	LANGUAGE SPECIALIST
01046	C	LANGUAGE CLERICAL
01048	A	FOREIGN LANGUAGE BROADCASTING
01051	A	MUSIC SPECIALIST
01054	A	THEATER SPECIALIST
01056	A	ART SPECIALIST
01060	T	PHOTOGRAPHY
01071	A	AUDIO-VISUAL PRODUCTION

01081	A	PUBLIC INFORMATION
01082	A	WRITING AND EDITING
01083	A	TECHNICAL WRITING AND EDITING
01084	A	VISUAL INFORMATION
01085	A	FOREIGN INFORMATION
01087	5	EDITORIAL ASSISTANCE
01101	6	GENERAL BUSINESS AND INDUSTRY
01102	A	CONTRACT AND PROCUREMENT
01103	A	INDUSTRIAL PROPERTY MANAGEMENT
01104	A	PROPERTY DISPOSAL
01105	T	PURCHASING
01106	5	PROCUREMENT CLERICAL & ASSISTANCE
01107	5	PROPERTY DISPOSAL CLERICAL & TECH
01130	A	PUBLIC UTILITIES SPECIALIST
01135	A	TRANSPORTATION INDUSTRY ANALYSIS
01140	A	TRADE SPECIALIST
01144	A	COMMISSARY STORE MANAGEMENT
01145	A	AGRICULTURAL PROGRAM SPECIALIST
01146	A	AGRICULTURAL MARKETING
01147	A	AGRICULTURAL MARKET REPORTING
01149	A	WAGE AND HOUR LAW ADMINISTRATION
01150	A	INDUSTRIAL SPECIALIST
01152	T	PRODUCTION CONTROL
01160	A	FINANCIAL ANALYSIS
01163	A	INSURANCE EXAMINING
01165	A	LOAN SPECIALIST
01169	A	INTERNAL REVENUE OFFICER
01170	A	REALTY
01171	A	APPRAISING AND ASSESSING
01173	A	HOUSING MANAGEMENT
01176	A	BUILDING MANAGEMENT
01202	T	PATENT TECHNICIAN
01210	A	COPYRIGHT
01211	T	COPYRIGHT TECHNICIAN
01220	P	PATENT ADMINISTRATION
01221	P	PATENT ADVISOR
01222	P	PATENT ATTORNEY
01223	P	PATENT CLASSIFYING
01224	P	PATENT EXAMINING
01225	P	PATENT INTERFERENCE EXAMINING
01226	P	DESIGN PATENT EXAMINING
01241	A	TRADEMARK EXAMINING
01301	P	GENERAL PHYSICAL SCIENCE
01306	P	HEALTH PHYSICS
01310	P	PHYSICS
01311	T	PHYSICAL SCIENCE TECHNICIAN
01313	P	GEOPHYSICS
01315	P	HYDROLOGY
01316	T	HYDROLOGIC TECHNICIAN
01320	P	CHEMISTRY
01321	P	METALLURGY
01330	P	ASTRONOMY AND SPACE SCIENCE
01340	P	METEOROLOGY
01341	T	METEOROLOGICAL TECHNICIAN
01350	P	GEOLOGY
01360	P	OCEANOGRAPHY
01361	A	NAVIGATIONAL INFORMATION
01370	P	CARTOGRAPHY
01371	T	CARTOGRAPHIC TECHNICIAN
01372	P	GEODESY

01373	P	LAND SURVEYING
01374	T	GEODETIC TECHNICIAN
01380	P	FOREST PRODUCTS TECHNOLOGY
01382	P	FOOD TECHNOLOGY
01384	P	TEXTILE TECHNOLOGY
01386	P	PHOTOGRAPHIC TECHNOLOGY
01397	A	DOCUMENT ANALYSIS
01399	O	PHYSICAL SCIENCE STUDENT TRAINEE
01410	P	LIBRARIAN
01411	T	LIBRARY TECHNICIAN
01412	A	TECHNICAL INFORMATION SERVICES
01420	P	ARCHIVIST
01421	1	ARCHIVES TECHNICIAN
01510	P	ACTUARY
01515	P	OPERATIONS RESEARCH
01520	P	MATHEMATICS
01521	T	MATHEMATICS TECHNICIAN
01529	P	MATHEMATICAL STATISTICIAN
01530	P	STATISTICIAN
01531	2	STATISTICAL ASSISTANT
01540	P	CRYPTOGRAPHY
01541	T	CRYPTANALYSIS
01550	P	COMPUTER SCIENCE
01599	O	MATH SCIENCE STUDENT TRAINEE
01601	A	GEN FACILITIES & EQUIPMENT
01630	A	CEMETARY ADMINISTRATION
01640	A	FACILITY MANAGEMENT
01654	A	PRINTING MANAGEMENT
01658	A	LAUN & DRY CLEANING PLANT MGMT
01659	A	FISHERY METHODS AND EQUIPMENT
01666	A	GENERAL HOUSEKEEPING
01667	A	STEWARD
01670	3	EQUIPMENT SPECIALIST
01701	P	GEN EDUCATION AND TRAINING
01702	T	EDUCATION AND TRAINING TECHNICIAN
01710	P	EDUC AND VOCATIONAL TRAINING
01712	A	TRAINING INSTRUCTION
01715	A	VOCATIONAL REHABILITATION
01720	P	EDUCATIONAL RESEARCH-PROGRAM
01725	P	PUBLIC HEALTH EDUCATOR
01801	A	GENERAL INSPECT, INVEST, & COMPL
01802	5	COMPLIANCE INSPECT & SUPPORT
01810	A	GENERAL INVESTIGATING
01811	A	CRIMINAL INVESTIGATING
01812	A	GAME LAW ENFORCEMENT
01815	A	AIR SAFETY INVESTIGATING
01816	A	IMMIGRATION INSPECTION
01822	A	COAL MINE INSPECTION
01825	A	AVIATION SAFETY OFFICER
01831	A	SECURITIES COMPLIANCE EXAMINING
01850	A	AGRI COMMODITY WAREHOUSE EXAMINING
01854	A	ALCOHOL, TOBACCO, FIREARMS INSPECT
01855	T	ALCOHOL TAX TECHNICIAN
01860	T	PUBLIC HEALTH INSPECTION
01862	T	CONSUMER SAFETY INSPECTION
01863	T	FOOD INSPECTION
01864	A	PUBLIC HEALTH QUARANTINE INSPECTION
01884	O	CUSTOMS PATROL OFFICER

01889	A	IMPORT SPECIALIST
01890	A	CUSTOMS INSPECTION
01892	A	CUSTOMS APPRAISING & EXAMINING
01893	A	CUSTOMS MARINE OFFICER
01894	A	CUSTOMS ENTRY AND LIQUIDATING
01895	T	CUSTOMS WAREHOUSE OFFICER
01896	O	BORDER PATROL AGENT
01897	1	CUSTOMS AID
01898	A	ADMEASUREMENT
01899	2	MISCELLANEOUS INSPECTION
01910	A	QUALITY ASSURANCE
01960	T	QUALITY INSPECTION
01980	T	AGRICULTURAL COMMODITY GRADING
01981	T	AGRICULTURAL COMMODITY AID
02001	2	GENERAL SUPPLY
02003	A	SUPPLY PROGRAM MANAGEMENT
02005	1	SUPPLY CLERICAL AND TECHNICIAN
02010	A	INVENTORY MANAGEMENT
02030	A	DISTRIBUTION FACILITIES & STORAGE MGT
02032	A	PACKAGING
02050	A	SUPPLY CATALOGING
02091	C	SALES STORE CLERICAL
02101	A	TRANSPORTATION SPECIALIST
02102	5	TRANSPORTATION CLERK AND ASSISTANT
02110	A	TRANSPORTATION INDUSTRY ANALYSIS
02111	5	TRANSPORTATION RATE & TARIFF EXAM
02121	A	RAILROAD SAFETY
02123	A	MOTOR CARRIER SAFETY
02125	A	HIGHWAY SAFETY
02130	A	TRAFFIC MANAGEMENT
02131	1	FREIGHT RATE
02132	C	TRAVEL
02133	1	PASSENGER RATE
02134	C	SHIPMENT CLERICAL
02135	T	TRANS LOSS-DAMAGE CLAIMS EXAMINING
02144	T	CARGO SCHEDULING
02150	A	TRANSPORTATION OPERATIONS
02151	C	DISPATCHING
02152	A	AIR TRAFFIC CONTROL
02161	A	MARINE CARGO
02181	T	AIRCRAFT OPERATION

Definitions of PATCO Categories

Professional occupations are those that require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. The work of a professional occupation requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods.

Administrative occupations are those that involve the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not require specialized educational majors, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level general education, or through progressively responsible experience. Occupational series in this group typically follow a two-grade interval pattern.

Technical occupations are those that involve work typically associated with and supportive of a professional or administrative field, which is nonroutine in nature; which involves extensive practical knowledge, gained through on-job experience and/or specific training less than that represented by college graduation. Work in these occupations may involve substantial elements of the work of the professional or administrative field, but requires less than full competence in the field involved. Occupational series in this group typically follow a one-grade interval pattern.

Clerical occupations, are those that involve structured work in support of office, business, or fiscal operations; performed in accordance with established policies, procedures, or techniques; and requiring training, experience, or working knowledges related to the tasks to be performed.

Other occupations are those that cannot be related to the above professional administrative, technical, or clerical groups.

293-31/btn. 293-14

Office of Personnel Management

FPM Bulletin 293-14

Federal Personnel Manual System
FPM Bulletin

Bulletin No. 293-14

Washington, D. C. 20415
March 20, 1980

SUBJECT: Errors in Processing and Maintaining Records of Personnel Actions

Heads of Departments and Independent Establishments:

In reviewing Official Personnel Folders (OPFs) of current and former employees to respond to Privacy Act access and creditable service requests, we have noticed a number of recurring errors in documenting personnel actions and in maintaining OPFs. We are bringing them to your attention so they can be avoided in the future.

1. Action shows incorrect salary.

   a. A correction is processed a year or more after the effective date of the action being corrected, and the salary is changed to show the current salary rate for that pay plan, grade and step, rather than the salary in effect on the effective date of the action. The salary shown on a correction action should always be the salary rate in effect on the date the action became effective, not the rate in effect on the date the correction was prepared.

   b. An action is processed several weeks ahead of its effective date and the employee's salary has changed by the time the action becomes effective. (This happens most frequently with General Schedule pay actions which are prepared in September and have effective dates in mid- and late October, after the annual comparability adjustment has gone into effect.) If the action has not been authenticated and copies distributed at the time a pay raise or other salary change becomes effective, the action should be destroyed and a new one prepared showing the proper salary rate for the employee. If the action has already been authenticated and copies distributed, then an 002 Correction action must be prepared (and submitted to the Central Personnel Data File in accordance with FPM Supplement 298-1.)

2. Notifications of Personnel Action (SFs 50) show different dates of birth. After an employee establishes his/her correct date of birth and it is found to differ from the date currently in use, the agency begins using the new/correct date without making any changes to past actions. When an employee's date of birth is found to be in error, an 002 Correction must be prepared for the most recent action; the remarks portion of the correction should identify all other actions to which it pertains (see Subtable 12, Book V, of FPM Supplement 296-31). (This correction must be submitted to the Central Personnel Data File as an "R" record if your agency makes automated submission to the CPDF).

Inquiries: Agency Relations (ACE), Work Force Information Division, Records Management Branch (202) 254-9793/9899

Code: 293, Personnel Records and Files

Distribution: FPM Supplement 293-31

Bulletin Expires: January 20, 1981

PM 1.14/3:

3. Temporary action is made permanent by means of a correction action. When a temporary promotion is made permanent, an action should be prepared to show 702/Promotion-Perm. An 002 Correcton is not the proper way to remove the temporary limitation from the original action unless it was improperly documented as "temporary."

4. Non-permanent records are placed on the right (permanent) side of the OPF instead of on the left (temporary agency records) side of the Folder. If an agency wishes to retain temporary records in the OPF, they must be filed on the left side and be removed before the Folder is forwarded to another agency or to the National Personnel Records Center in St. Louis. Temporary records include:

    - travel agreements and orders
    - fingerprint charts
    - offer letters and acceptances
    - appointment and promotion recommendations and correspondence related to them
    - background on adverse actions (including letters of proposal and of decision)
    - Standard Forms 52 which do not contain an employee resignation or document a detail action
    - clearance forms completed when the employee leaves the agency (except forms containing the employee's written resignation)
    - retirement applications and supporting documents
    - requests for training and approvals of training requests (only the document showing successful completion of the course is a permanent record)
    - duplicates of employee's applications for employment (SF 171 or earlier equivalent forms)
    - unintelligible computer-produced notices which carry employee's name and a number of unindentified numbers and codes. While these notices may be of value to the agency which produced them, if OPM or a subsequent employer cannot determine what the notice means, it serves absolutely no purpose in the OPF as a permanent document. Therefore, unless the notice clearly explains its purpose (e.g., recording a pay change or an employee organization change) and is a proper permanent document, it should be treated as a temporary record and filed on the left side of the OPF.

FPM Supplement 293-31, Subchapter S5, lists those documents which are appropriate for filing on the right side of the OPF.

This Bulletin also appears as FPM Bulletin 296-35.

Jule Sugarman

Jule M. Sugarman
Deputy Director

☆U.S. GOVERNMENT PRINTING OFFICE: 1980— 311 539/170

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-8

FPM Letter 292-8

Published in advance
of incorporation in FPM
Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Optional Personnel Data Standard for Languages

NEWARK PUBLIC LIBRARY
AUG 18 1981
U. S. GOVT. PUBS.
DEPOSITORY 376

Washington, D. C. 20415
June 24, 1981

Heads of Departments and Independent Establishments:

Purpose

1. The purpose of this letter is to establish an optional personnel data standard for Languages. This optional data standard is being issued in response to agency requests for assistance in establishing, publishing, and maintaining a personnel data standard for Languages.

Background

2. The standard was developed by the U.S. Office of Personnel Management (OPM) in cooperation with the Interagency Advisory Group (IAG) Subcommittee on Personnel Data Standards and an ad hoc committee of language experts from the Foreign Service and Defense Language Institutes and the Federal intelligence community.

Agency Use

3. Although no OPM reporting requirement currently exists for these data, agencies are encouraged to use this data standard to meet internal needs wherever possible. This data standard is intended for use in both manual and automated personnel data systems. Care should be taken prior to implementation of this standard to coordinate the requirement for these data within the agency to determine that this optional data standard meets the agency's needs.

Maintenance

4. To insure effective maintenance of the standard, i.e., consultation with all interested parties about proposed changes, it would be useful if users informed the Data Standards Section, OPM, of their use of the standard, both in internal systems and for data interchange.

Donald J. Devine
Director

Attachment

Inquiries: Agency Relations Group, Work Force Information Division, Data Standards Section, Area Code 202, Phone 254-6789

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

☆U.S. GOVERNMENT PRINTING OFFICE: 1980 341 [illegible]

Pm 1.14/3:

LANGUAGES

Implementation Date: July 1981

Definition: Identifies the system of verbal or sign communication in general use among members of a culture, with any system of writing used to represent that system of communication.

Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division

Associated Data Element(s)

Title and Definition	Size/Class
Language Identification - The language in which the individual has some speaking, comprehension, reading, or writing ability.	2A

Data Representations

Name	Definition/Explanation	Code
	In the listing below, the symbol -- (double hyphen) in the column of codes indicates a language entry which is a variation, or a part, of the main entry for the language to which the user is referred, e.g., /--/Akha/See Lolo/. Each entry marked -- is to be coded the same as the main entry, e.g., Akha is coded LF, which is the code for Lolo.	
Achinese	Also Atjehnese	AF
Acholi		AH
Adigey		AG
Afrikaans		AA
Afro-Asian	Language is identifiable as Afro-Asian, other than Semitic, but cannot be classified further. (or) Language is a minor member of the Afro-Asian family and has not been assigned an individual code.	TZ
Akan	Includes Twi and Fante	FB
Akha	See Lolo	--
Akposso		BC
Albanian		AB
Amashi		CR
American Sign Language	Applies in English only.	SI
Amharic		AC
Amoy	See Chinese-Amoy	--
Ancient/Defunct	Language is identifiable as ancient or defunct, but cannot be classified further. (or) Language is a minor ancient or defunct language and has not been assigned an individual code.	YZ
Anglo-Saxon	See Old English	--
Annamese	See Vietnamese - Hanoi	--
Anyi-Baule	See Baule	--
Arabic	Language is identifiable as an Arabic dialect, but cannot be classified further. (or) Language is a minor Arabic dialect and has not been assigned an individual code.	AZ

Data Representations - Continued

Name	Definition/Explanation	Code
Arabic-Classical		AJ
Arabic (Eastern)	Includes all dialects spoken east of Tripoli, Libya	QE
Arabic-Egyptian		AE
Arabic-Iraqi		DG
Arabic-Jordanian		AK
Arabic-Lebanese		AQ
Arabic-Libyan		AL
Arabic-Maghrebi		AM
Arabic (Modern Standard)	Written language only. Used for all Arabic dialects.	AD
Arabic-Moroccan		BS
Arabic-Saudi		AN
Arabic-Sudanese	Includes Sudanese	AV
Arabic-Syrian		AP
Arabic-Tunisian		BW
Arabic (Western)	Includes Tripoli, Libya, and all dialects spoken to the west of it.	QW
Arabic-Yemeni		AU
Aramaic		AT
Armenian	Includes Armenian-East and Armenian-West	AR
Armenian-East	See Armenian	--
Armenian-West	See Armenian	--
Artificial	Language is identifiable as artificial, but cannot be classified further. (or) Language is a minor artificial language and has not been assigned an individual code.	XZ
Assamese		AS
Atjehnese	See Achinese	--
Avar		AW
Avestan	Also Zend. Dead language.	XB
Aymara		AY
Azerbaijani	Also Azeri	AX
Azeri	See Azerbaijani	--
Bahnar		BB
Bakweri		BK
Balinese		BD
Baltic	Language is identifiable as a member of the Baltic branch, but cannot be classified further. (or) Language is a minor member of the Baltic branch and has not been assigned an individual code.	WZ
Baluchi		BT
Bambara	See Mandingo-Bambara	--
Bamilike		BJ

Data Representations - Continued

Name	Definition/Explanation	Code
Bantu	Language is identifiable as a member of the Bantu group, but cannot be classified further. (or) Language is a minor member of the Bantu group and has not been assigned an individual code.	BZ
Bashkir		BP
Basque		BQ
Bassa (Cameroons)		EC
Bassa-Kru	Also Kru	BG
Batak		BF
Baule	Includes Anyi-Baule	BH
Bedawiye	See Beja	--
Beja	Also Bedawiye	BE
Belorussian	Also Russian-White	BL
Bemba		BM
Bengali		BN
Berber	Includes Berber-Tamazigt, Berber-Tashelhit and Berber-Zenatiya	BR
Berber-Tamazigt	See Berber	--
Berber-Tashelhit	See Berber	--
Berber-Zenatiya	See Berber	--
Bicol	Also Vicol	CG
Bihari		BV
Bini		CU
Bisayan	See Visayan	--
Breton		BX
Buginese-Makassarese		CE
Bulgarian		BU
Bulu	See Fang	--
Burmese		BY
Cambodian	Includes Khmer	CA
Canarese	See Kanarese	--
Catalan		CB
Chamorro	See Guamanian	--
Chechen		CK
Chinese	Language is identifiable as a Chinese dialect, but cannot be classified further. (or) Language is a minor Chinese dialect and has not been assigned an individual code.	CZ
Chinese-Amoy	Includes Amoy	YD
Chinese-Anhwei		CN
Chinese-Cantonese	Includes Yueh	CC

Data Representations - Continued

Name	Definition/Explanation	Code
Chinese-Chuang	See T'ung	--
Chinese-Fuchow	Includes North Min	CQ
Chinese-Fukienese	Includes Min	CF
Chinese-Hakka		CH
Chinese-Kuo-YU	See Chinese-Mandarin	--
Chinese-Mandarin	Includes Chinese-Kuo-Yu and Hsiang. Used to designate written language for all Chinese dialects.	CM
Chinese-Swatow		YE
Chinese-Toishan	Includes Taishan and Toysan	CT
Chinese-Wu	Includes Shanghai	CS
Ching-P'o	See Kachin	--
Chokwe	Includes Cokwe and Kioko	CY
Chuana	See Tswana	--
Chuang	See T'ung	--
Chukchi	Also Chukot and Luoravetlan	CV
Chukot	See Chukchi	--
Cokwe	See Chokwe	--
Continental Eurasian	Language is identifiable as belonging to a geographic area which includes the Arctic Islands, Kurile Islands, Sakhalin Islands, and Continental Eurasia north and east of line White Sea, Dvina and Volga Rivers, Black Sea, Caucasus, Caspian Sea, Carpathians, Karakorum Desert, Amu Darya, Pamirs, Karakorum Mountains, Himalayas, and southeast borders of China, but cannot be classified further. (or) Language is a minor language within the described area, and has not been assigned an individual code.	JZ
Coptic	Dead language	CL
Cornish	Dead language	CP
Creole	See Haitian-Creole, or Spanish-Creole	--
Croatian	See-Serbo-Croatian	--
Czech		CX
Danish		DA
Dinka		DJ
Dioula		DH
Djerma-Songhai	Includes Songhai	DB
Duala		DL
Dutch		DU
Dutch-Creole		DW
E De	See Rhade	--
Efik	Also Fi	EF

Data Representations - Continued

Name	Definition/Explanation	Code
English		EN
Eskimo		EK
Esperanto		EL
Estonian		ES
Ewe		EW
Ewondo	Includes Yaunde	EX
Fana	Includes Fanagalo	GX
Fanagalo	See Fana	--
Fang	Also Bulu or Fang-Bulu	FA
Fang-Bulu	See Fang	--
Fante	See Akan	--
Faroese		FD
Farsi	See Persian (Iranian)	--
Fi	See Efik	--
Fijian		FG
Finnish		FJ
Flemish		FL
Fon		FQ
Formosan		FM
French		FR
French-Creole	See Haitian-Creole	--
Frisian		FE
Fulani		FV
Ga		GB
Gaelic		GL
Galla	Includes Oromo	GA
Gallic	Dead language	GC
Ganda	See Luganda	--
Georgian		GG
German		GM
German-Bavarian		GT
German-Swiss		GS
Germanic	Language is identifiable as a member of the Germanic subfamily, but cannot be classified further. (or) Language is a minor member of the Germanic subfamily and has not been assigned an individual code.	MZ
Gerze	See Kpelle	--
Gondi		GQ

Data Representations - Continued

Name	Definition/Explanation	Code
Gothic	Dead language	GD
Greek		GR
Greek-Ancient		YG
Greek (New Testament)	Dead language	GE
Guamanian	Includes Chamorro	CJ
Guarani		GU
Guerze	See Kpelle	--
Gujarati		GW
Haitian-Creole	Includes French-Creole and Martinique-Creole	HC
Hausa		HS
Hawaiian		HA
Hebrew		HE
Hebrew-Ancient		YH
Herero		HR
Hiligaynon	See Visayan	--
Hindi		HJ
Hindustani		HN
Hsiang	See Chinese-Mandarin	--
Hungarian		HU
I	See Lolo	--
Iban		JD
Ibanag		JE
Ibo	Includes Igbo	JB
Icelandic		JC
Igbo	See Ibo	--
Ijaw		JJ
Ila-Tonga		JF
Ilocano		JL
Indic	Language is identifiable as a member of the Indic branch, but cannot be classified further. (or) Language is a minor member of the Indic branch and has not been assigned an individual code.	QZ
Indo-European	Language is identifiable as a member of the Indo-European family, other than Germanic, Romance, Baltic, Slavic or Indic, but cannot be classified further. (or) Language is a minor member of the Indo-European family, other than those listed and has not been assigned an individual code.	RZ
Indonesian		JN

Data Representations - Continued

Name	Definition/Explanation	Code
Irish		GF
Italian		JT
Italian-Neapolitan		JM
Italian-Sardinian	Includes Sardinian	JK
Italian-Sicilian		JS
Japanese		JA
Jarai		JR
Javanese		JV
Jingpaw	See Kachin	--
Kabre	Includes Kotokoli and Tem	KT
Kabyle		KY
Kachin	Includes Ching-P'o, Jingpaw, Shantou and Singhpo	KH
Kambatta		JG
Kanarese	Also Canarese. Includes Kannada.	KA
Kanembu	See Kanuri	--
Kannada	See Kanarese	--
Kanuri	Includes Kanembu	JH
Kapingamarangi		GP
Karachai-Balkhar		DC
Karen		KC
Kashmiri		KB
Kashube	See Kashubian	--
Kashubian	Also Kashube and Kaszub	KR
Kaszub	See Kashubian	--
Kazakh		KE
Khalkha-Mongol	See Mongolian	--
Khmer	See Cambodian	--
Kherwari		KD
Kikongo	Includes Kongo	KG
Kikuyu		KJ
Kimbundu	Includes Ndongo	KK
Kinyarwanda		KL
Kioko	See Chokwe	--
Kirghiz		KM
Kirundi		KF
Kissi		KS
Kituba	Also Monokituba and Munukutuba	KN
Kongo	See Kikong	--

Data Representations - Continued

Name	Definition/Explanation	Code
Konkanis		KQ
Korean		KP
Kotokoli	See Kabre	--
Kpelle	Includes Gerze and Guerze	KV
Krio		KW
Kru	See Bassa-Kru	--
Kumbo		EB
Kuo-Yu	See Chinese-Mandarin	--
Kurdish		KU
Kurukh		KX
Kusaie		QR
Ladino		LD
Lahnda		LN
Lamba		LL
Landsmal		LR
Language Family	Language is identifiable as a member of a language family other than Indo-European, Afro-Asian, or Sino-Tibetan, but cannot be classified further. (or) Language is a minor member of a language family other than those listed and has not been assigned an individual code.	VZ
Lao	Also Laotian	LC
Laotian	See Lao	--
Lapp		LP
Latin		YL
Latin (Ecclesiastic)	Dead language	LH
Latvian	Includes Lettish	LE
Lettish	See Latvian	--
Lingala	Includes Ngala	LJ
Lisu		LB
Lithuanian		LT
Lolo	Includes Akha, I, Nesu, Nosu, and Yi	LF
Loma		LV
Lomongo	Includes Lunkundu	LG
Luba Kasai	Also Tshiluba	LK
Luba Katanga		LQ
Luganda	Includes Ganda	LS
Lunda		LM
Lunkundu	See Lomongo	--
Ludo		LU

Data Representations - Continued

Name	Definition/Explanation	Code
Luoravetland	See Chukchi	--
Lusatian	See Wendish	--
Macedonian		MA
Madurese		MD
Makua		MJ
Malagasy		MG
Malay		ML
Malayalam		MN
Maldivian	See Singhalese	--
Malinke	See Mandingo-Malinke	--
Maltese		MP
Mandingo-Bambara	Also Bambara	BA
Mandingo-Dioula	Includes Mindingo	MB
Mandingo-Malinke	Also Malinke	MQ
Manx	Dead language	MK
Maori		ME
Marathi		MR
Marshalese		MM
Martinique-Creole	See Haitian-Creole	--
Masai		MS
Maya		MF
Mbundu	See Umbunduo	--
Mende		MT
Meo	See Miao-Yao	--
Miao-Yao	Includes Meo	MC
Min	See Chinese-Fukienese	--
Minangkabau		MU
Mindingo	See Mandingo-Dioula	--
Moldavian	See Romanian	--
Mole	See Mossi	--
Mongolian	Includes Khalkha-Mongol	MV
Monokituba	See Kituba	--
Mordivin		MW
More	See Mossi	--
Moro		MH
Mortlockese		RL
Mossi	Includes Mole and More	MY
Mpongwe		DD
Munukutuba	See Kituba	--

Data Representations - Continued

Name	Definition/Explanation	Code
Muong		MX
Ndebele	Includes Sindebele	ND
Ndongo	See Kimbundu	--
Nepalese		NE
Nesu	See Lolo	--
Ngala	See Lingala	--
Niue		NB
North African, Middle East, and Southwest Asian	Language is identifiable with a geographic area including Turkey, Iran, and Afghanistan, but cannot be classified further. (or) Language is a minor language of described area and has not been assigned an individual code.	HZ
North American	Language is identifiable with a geographic area including Greenland and the Aleutian Islands but excluding Mexico, but cannot be classified further. (or) Language is a minor language of the described area and has not been assigned an individual code. This data item relates principally to Indian languages.	DZ
North Min	See Chinese-Fuchow	--
Norwegian		NR
Nosu	See Lolo	--
Nubian		NV
Nyamwezi	See Sukuma	--
Nyanja		NY
Nyoro		NX
Okinawan	See Ryukyuan	--
Old English	Also Anglo-Saxon. Dead language.	EA
Old French	Dead language	FC
Old High German	Dead language	GH
Old Norse	Also Old Scandinlavian. Dead language.	NA
Old Scandinavian	See Old Norse	--
Old Slavonic	Dead language	PK
Oriya		QA
Oromo	See Galla	--
Ossetic		QS
Otetela		QT
Pachto	See Pushtu	--
Pacific Islands	Language is identifiable with a geographic area, including Australia and Japan, but cannot be classified further. (or) Language is a minor language of the described area and has not been assigned an individual code.	LZ
Pahari		PH

Data Representations - Continued

Name	Definition/Explanation	Code
Palauan		PD
Pali	Dead language	PM
Pampangan		QV
Pangasinan		PN
Papiamento		PA
Papuan		PP
Pashto	See Pushtu	--
Persian-Afghan		PG
Persian (Iranian)	Includes Farsi	PF
Pidgin English		PB
Pizar Malay		PS
Polish		PL
Ponapean		PC
Portuguese		PY
Portuguese-Brazilian		PQ
Portuguese-European		PT
Provencal		PR
Pulap		PX
Punjabi		PJ
Pushtu	Also Pachto and Pashto	PU
Pushtu-Afghan		PV
Pushtu-Peshawari		PW
Quechua		QU
Rajasthani		RA
Rhade	Includes E De	RH
Rhaeto-Romance	Includes Romansh	RC
Romance	Language is identifiable as a member of the Romance group, but cannot be classified further. (or) Language is a minor member of the Romance group and has not been assigned an individual code.	NZ
Romanian	Includes Moldavian	RQ
Romansh	See Rhaeto-Romance	--
Romany		RM
Rundi		RN
Russian		RU
Russian-White	See Belorussian	--
Ruthenian		RT
Ryukyuan	Includes Okinawan	RY
Samoan		SA
Sango		SB

Data Representations - Continued

Name	Definition/Explanation	Code
Sanskrit	Dead language	RG
Santali		RB
Sara		SE
Sardinian	See Italian-Sardinian	--
Scotch-Gaelic		GN
Sedan	See Sedang	--
Sedang	Includes Sedan	SQ
Semitic	Language is identifiable as a member of the Semitic subfamily, but cannot be classified further. (or) Language is a minor member of the Semitic subfamily and has not been assigned an individual code.	SZ
Sena		RF
Serbian	See Serbo-Croatian	--
Serbo-Croatian	Includes Croatian and Serbian	SC
Serer		SV
Sesuto	See Sotho	--
Shan		SF
Shanghai	See Chinese-Wu	--
Shantou	See Kachin	--
Shluh		SG
Shona		SH
Siamese	See Thai	--
Sidamo		RD
Sindebele	See Ndebele	--
Sindhi		SD
Singhalese	Includes Maldivian	SJ
Singhpo	See Kachin	--
Sino-Tibetan	Language is identifiable as a member of the Sino-Tibetan family, but cannot be classified further. (or) Language is a minor member of the Sino-Tibetan family and has not been assigned an individual code.	UZ
Slavic	Language is identifiable as a member of the Slavic branch, but cannot be classified further. (or) Language is a minor member of the Slavic branch and has not been assigned an individual code.	PZ
Slovak	See Italian-Sardinian	SK
Slovenian		SL
Somali		SM

Data Representations - Continued

Name	Definition/Explanation	Code
Songhai	See Djerma-Songhai	--
Soninke		SN
Sorbian	See Wendish	--
Sotho	Includes Sesuto	SP
South American	Language is identifiable as belonging to a geographic area, including Mexico and the Caribbean Islands, but cannot be classified further. (or) Language is a minor language of the described area and has not been assigned an individual code.	EZ
South Asian	Language is identifiable as belonging to a geographic area which includes the Indian subcontinent, Southeast Asia to the Straits of Malacca and the South China Sea, but cannot be classified further. (or) Language is a minor language of the described area and has not been assigned an individual code.	KZ
South Min		CD
Spanish		QB
Spanish-American		LA
Spanish-Castilian		SR
Spanish-Creole		SS
Sub-Saharan African	Language is identifiable as belonging to a geographic area which includes Africa, offshore islands which are south of 20 degrees North Latitude, and Madagascar, but cannot be classified further. (or) Language is a minor language of the described area and has not been assigned an individual code.	GZ
Sudanese	See Arabic-Sudanese	--
Sukuma	Includes Nyamwezi	ST
Sundanese		DE
Susu		SU
Swahili		SW
Swati		SX
Swedish		SY
Syriac		DF
Tadjik	Also spelled Tajik	TB
Tagalog		TA
Tahitian		TD

Data Representations - Continued

Name	Definition/Explanation	Code
Taishan	See Chinese-Toishan	--
Tajik	See Tadjik	--
Taki-Taki		TG
Tamachek	Includes Tuareg	TT
Tamil		TC
Tapachula		TK
Tatar		TM
Telugu		TE
Tem	See Kabre	--
Temne		TF
Thai	Includes Siamese	TH
Tibetan		TJ
Tigre		TN
Tigrinya		TL
Tonga	Includes Tumbuka and Zambian	UC
Toysan	See Chinese-Toishan	--
Trukese		TQ
Tshiluba	See Luna Kasai	--
Tsonga		TP
Tswa		TR
Tswana	Includes Chuana	TS
Tuareg	See Tamachek	--
Tulu		TV
Tumbuka	See Tonga	--
T'ung	Includes Chinese-Chuang and Chuang	CW
Tungusu		TY
Tupi		UA
Turkish		TU
Turkmen	See Turmoman	--
Turkoman	Includes Turkmen	UB
Twi	See Akan	--
Uighur		UJ
Ukrainian		UK
Ulithi		UL
Umbundu	Also Mbundu	UM
Unspecified	Not elsewhere classified, or unidentifiable.	ZZ
Urdu		UR
Uzbek		UX

Data Representations - Continued

Name	Definition/Explanation	Code
Vai		VA
Vicol	See Bicol	--
Vietanmese-Central		VC
Vietnamese-Hanoi	Also Annamese. Used to designate written language for all Vietnamese dialects.	VN
Vietnamese-Saigon		VS
Visayan	Also Bisayan. Includes Hiligaynon, Visayan-Cebuano, Visayan-Hiligaynon and Visayan-Samaran.	VY
Visayan-Cebuano	See Visayan	--
Visayan-Hiligaynon	See Visayan	--
Visayan-Samaran	See Visayan	--
Volapuk		VQ
Walamo		WA
Welsh		WE
Wendish	Includes Lusatian and Sorbian	WB
Wescos		WS
West European	Language is identifiable as belonging to a geographic area which includes Iceland, Spitzbergen, and Europe to the Bosphorous, Volga, and Dvina Rivers and the White Sea, but cannot be classified further. (or) Language is a minor language of the described area and has not been assigned an individual code.	FZ
Woleai		WL
Wolof		WQ
Xhosa		WH
Yahut		YA
Yao (China)		YC
Yao (Malawi and Mozambique)		YB
Yappese		YP
Yaunde	See Ewondo	--
Yi	See Lolo	--
Yiddish		YJ
Yoruba		YQ
Yueh	See Chinese-Cantonese	--
Zambian	See Tonga	--
Zenaga		XA
Zend	See Avestan	--
Zerba		XE
Zulu		XU

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292 - 9

SUBJECT: Personnel Data Standards

FPM Letter 292-9

~~Published in advance~~
of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
July 1, 1981

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

The purpose of this letter is to transmit changes made to data standards used in reporting in the Central Personnel Data File (CPDF) System. These changes were made subsequent to the publication of Installment 3 to FPM Supplement 292-1, Personnel Data Standards. The attached additions and changes in titles of codes in the representation sets are effective immediately.

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Donald J. Devine
Director

Attachment

Inquiries: Agency Relations Group, Work Force Information Division, Data Standards Section, Area Code 202, Phone 254-6789

Code: 292, Personnel Data Standards

• U.S. GOVERNMENT PRINTING OFFICE 1980- 341-393 677

Distribution: FPM Supplement 292-1

PM 1.14/3:

NATURE OF ACTION
(page III-30, CPDF-NAT-009)

Additions:

Name	Data Representations Definition/Explanation	Code
Reinstatement SES career not-to-exceed (date)		143
SES noncareer appointment not-to-exceed (date)		146
Extension of SES appointment not-to-exceed (date)		763
Change in retirement code		821

Change in title:

Name	Data Representations Definition/Explanation	Code
Position change		740

OCCUPATIONAL SERIES
(page III-47, CPDF-OCC-031)

Additions:

Name	Data Representations Definition/Explanation	Code
GAO Evaluator	The use of this occupational series, title, and code is limited to the General Accounting Office only.	00347
Budget Clerical and Assistance		00561
Health System Specialist		00671
Language Specialist		01040
Customs Patrol Officer		01884
Motor Carrier Safety		02123

Change in title:

Name	Data Representations Definition/Explanation	Code
Work Unit Supervising		00313

ORGANIZATION IDENTIFICATION
(page III-96, CPDF-ORG-001)

Addition:

Name	Data Representations Definition/Explanation	Code
Office of the Inspector General	Department of Transportation	TD12

PAY PLAN
(page III-108, CPDF-PAY-001)

Additions:

Name	Data Representations Definition/Explanation	Code
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY	
Graded Tradesmen and Craftsmen (excluding lithographers and printers)	Administrative Office of the United States Courts	JG
Leaders of Tradesmen and Craftsmen	Administrative Office of the United States Courts	JL
Lithographers and Printers	Administrative Office of the United States Courts	JP
Supervisors of Tradesmen and Craftsmen	Administrative Office of the United States Courts	JT

292-1/ let. 292-17

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-17

FPM Letter 292-17

Published in advance
of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Update to Personnel Data Standards

Washington, D. C. 20415
June 17, 1982

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Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS
AND AUTOMATED SYSTEMS MANAGERS

PURPOSE

1. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

BACKGROUND

2. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for CPDF.

SPECIFIC CHANGES

3. Attachment 1 to this FPM letter revises the set of valid codes for the data elements Agency Code and Legal Authority. Attachment 2 contains definitional revisions for the data element Pay Rate Determinant since a major consolidation of pay rate determinant codes was announced in FPM Letter 298-20, dated February 16, 1982, Subject: Modification of Pay Rate Determinant Codes and Code Definitions. Due to the numerous changes, the entire data standard is provided.

EFFECTIVE DATE

4. All of the changes and revisions documented in this letter are effective immediately.

Donald J. Devine
Director

Attachments (2)

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code 202, 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

U.S. GOVERNMENT PRINTING OFFICE 1982 - 361 303 1137

PM 1.14/3:

Agency Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Department of Agriculture		
Office of Administrative Systems		AG75
Office of Information Resources Management		AG76
Office of Finance and Management		AG90
Office of Operations		AG93
Alaska Land Use Council		AL00
National Commission for Employment Policy		MK00
Native Hawaiians Commission		HA00
General Services Administration		
Office of Oversight		GS18
Deletions:		
Department of Agriculture		
Marketing and Inspection Management Staff		AG46
Department of Commerce		
Maritime Administration		CM10
Office of Federal Statistical Policy and Standards		CM40
Department of Labor		
National Occupational Information Coordinating Committee		DL21
Coastal Plains Regional Commission		BA00
Community Services Administration		CN00
Council on Wage and Price Stability		WP00
Four Corners Regional Commission		FX00
General Services Administration		
National Advisory Council on Economic Opportunity		GS10
New England Regional Commission		NE00
Nuclear Safety Oversight Committee		NJ00
Old West Regional Commission		MJ00
Ozarks Regional Commission		OZ00
Pacific Northwest Regional Commission		PN00
Southwest Border Regional Commission		WB00
U.S. Japan Economic Relations Group		RG00
Upper Great Lakes Regional Commission		GL00

Legal Authority

Data Representations

Name	Definition/Explanation	Code
	CODE OF FEDERAL REGULATIONS	
Additions:		
Reg 316.302(c)(6)		MLL
Reg 316.402(b)(6)		NEL
Reg 359.801		QGL

292-1/Lt. 292-10

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Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-10

FPM Letter 292-10

Published in advance of incorporation in FPM
Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Modification of the Central Personnel Data File (CPDF) Data Elements

Washington, D. C. 20415
August 13, 1981

Heads of Departments and Independent Establishments:

1. Purpose - This FPM letter provides a consolidated source for the additions and modifications of data standards in the Central Personnel Data File (CPDF). It contains data standards previously issued as attachments to other FPM letters and bulletins. Special attention should be directed to the implementation date of each data standard to insure accurate reporting to CPDF.

2. Background - The data standards contained in the attachment to this letter must be used for reporting the following data elements to CPDF beginning with the implementation date indicated.

The revised data standard for Supervisory or Nonsupervisory Indicator and the new data element Cash Award were implemented in October 1980. Reporting requirements were announced in FPM Letter 298-9, dated August 8, 1980, Subject: Modification of the CPDF for Merit Pay System and Work Leader Data.

A new data standard for Race and National Origin Identification was implemented in January 1981. Reporting requirements were announced in FPM Letter 298-10, dated September 26, 1980, Subject: Implementation of U.S. Department of Commerce Statistical Policy Directive 15: "Race and Ethnic Standards for Statistics and Administrative Reporting." During the initial conversion to race and national origin data, no changes were made from the previous minority group designation system for persons employed in Guam, Hawaii, and Puerto Rico. Data collection procedures for employees in these areas were issued in FPM Letter 298-15, dated July 17, 1981, Subject: Data Collection Procedures for Race and National Origin Data for Federal Employees in Guam, Hawaii, and Puerto Rico. The modified data standard for Race and National Origin Identification is contained in the attachment to this FPM letter and will be implemented in September 1981.

The revised data standard for Federal Employees' Group Life Insurance (FEGLI) was implemented in April 1981. Reporting requirements were announced in FPM Bulletin 298-33, dated January 30, 1981, Subject: Submission of New Federal Employees' Group Life Insurance (FEGLI) Codes to the Central Personnel Data File (CPDF).

The new data standard for Bargaining Unit Status and the modified data standard for Work Schedule Code must be implemented in October 1981. Reporting requirements were announced in FPM Letter 298-13, dated June 17, 1981, Subject: Modification of the Central Personnel Data File (CPDF) - CY 81. This letter also contains modifications to two other data standards, Education Level and Occupational Code. Education Level is modified to eliminate code "00-Not Applicable," and the inclusion in code "01" of employees with "no formal education or some elementary school - did not complete." The size of the data code for Occupational Code is reduced from 5 positions to 4

Inquiries: Agency Relations (ACE), Work Force Information Division, Data Standards Section, (202) 254-6789

Code: 292, Personnel Data Standards

Distribution: FPM Supplement 292-1

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PM 1.14/3:

positions. This is in accordance with FPM Supplement 512-1, Part 3, which revised the occupational structure for trades and labor jobs. See FPM Bulletin 298-24, dated June 6, 1980, Subject: Submission of Occupational Codes to CPDF, for additional instructions. This modification to the data standard for Occupational Code and elimination of the 5 position trades and labor jobs will be reflected in a future installment to FPM Supplement 292-1, Personnel Data Standards.

FPM Letter 298-14, dated June 17, 1981, Subject: Modification of the Central Personnel Data File (CPDF) - CY 82, contains a number of additions and modifications to CPDF. This includes the addition of data standards for Legal Authority, FLSA Exemption Status, Vietnam Era Veteran Indicator, and Annuitant Indicator. It contains modifications to the data standards for Nature of Action Code, Tenure Code, and Position Occupied. In addition, this letter eliminates the data standard for Special Program Identifier.

The attachment to this letter also contains modifications to the data standard for Citizenship Status and Functional Classification of Scientists and Engineers which were necessitated by issuance of FPM Supplement 296-33, "The Guide to Processing Personnel Actions."

Donald J. Devine
Director

Attachment

AMOUNT OF DOLLARS

Implementation Date: October 1980
Definition: The monetary value placed on an item expressed in terms of the amount of dollars or amount of dollars and cents.
Maintenance Agency: U.S. Office of Personnel Management, Workforce Effectiveness and Development Group.

Associated Data Element(s)

Title and Definition		Size/ Class
Cash award -	The monetary award, rounded to the nearest dollar, granted for performance related accomplishments to employees under the Merit Pay System, which does not alter the employee's basic rate of pay. (This does not include awards for suggestions, inventions, special acts, or services.)	5N
Direct costs training -	The estimated total dollar amount, rounded to the nearest dollar, to be expended for each completed instance of training. In the case of training provided by the agency internally, this includes the cost of books, supplies, and materials, directly associated with the instance of training. If training is acquired from external sources, this includes the dollar amounts paid for tuition, laboratory or library fees, books, and other materials or supplies for each completed instance of training.	4N
Indirect costs training -	The estimated dollars amount, rounded to the nearest dollar, paid by the Federal government for transportation, lodging, subsistence for a completed period of training.	4N
Salary -	The amount of money expressed in dollars or dollars and cents, paid to an employee (or, scheduled pay for certain Merit Pay employees). This reflects basic salary only, and does not include night or other differentials. Dollars and cents (two decimal places, decimal place assumed) are entered for all but annual, monthly, and biweekly rates. For these rates, enter dollar amounts only (rounded to the nearest dollar).	5N

Data Representations

Name	Definition/Explanation	Code
Literal	The number of dollars or dollars and cents is the code. All positions in the field are to be filled - right justify all amounts, and zero-fill any left most positions containing no data.	

ANNUITANT STATUS

Implementation Date: January 1982
Definition: The status of annuitants appointed to positions in the Federal civilian service.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition		Size/ Class
Annuitant indicator -	The status of the annuitant appointed to a position in the Federal civilian service.	1N

Data Representations

Name	Definition/Explanation	Code
Reemployed annuitant	An employee whose annuity under the Civil Service Retirement System continues after appointment.	1
Retired uniformed service officer	The employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.)	2
Retired uniformed service enlisted member	The employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service.	3
Retired uniformed service officer and reemployed annuitant	The employee is both a retired uniformed service commissioned or warrant officer and a reemployed annuitant.	4
Retired uniformed service enlisted member and reemployed annuitant	The employee is both a retired uniformed service enlisted member and a reemployed annuitant.	5
Not Applicable	None of the above codes apply.	9

BARGAINING UNIT REPRESENTATION

Implementation Date: October 1981
Definition: Identifies employee status vis-a-vis Federal employee bargaining unit representation.
Maintenance Agency: U.S. Office of Personnel Management, Office of Labor-Management Relations.

Associated Data Element(s)

Title and Definition		Size/ Class
Bargaining unit status -	Identifies an employee's status vis-a-vis Federal employee bargaining unit representation.	4N

Data Representations

Name	Definition/Explanation	Code
Bargaining unit representing employee (assumes eligibility)	Codes may be found in the Office of Labor Management Relations publication Union Representation in the Federal Government. This entry would be the last 4 digits of the "OLMR Number."	XXXX
Eligible but not in a bargaining unit	....	7777
Ineligible for inclusion in a bargaining unit	....	8888

EDUCATION LEVELS

Implementation Date: October 1981
Definition: The levels of educational attainment based on years of schooling and/or academic degrees conferred.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Education level – The extent of the employee's educational attainments	2N

Data Representations

Name	*Definition/Explanation*	*Code*
No formal education or Some elementary school—did not complete.	Elementary school means grades 1 through 8 or equivalents not completed.	01
Elementary school completed—no high school.	Grade 8 or equivalent completed	02
Some high school—did not graduate.	High school means grades 9 through 12 or equivalents	03
High school graduate or certificate of equivalency.		04
Terminal occupational program—did not complete.	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.	05
Terminal occupational program—certificate of completion, diploma or equivalent.	See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semiprofessional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftman/clerical level training artisans, skilled operators, and clerical workers.	06
Some college—less than one year.	Less than 30 semester hours or 45 quarter hours completed	07
One year college	30–59 semester hours or 45–89 quarter hours completed	08

***Data Representations*—Continued**

Name	*Definition/Explanation*	*Code*
Two years college	60–89 semester hours or 90–134 quarter hours completed	09
Associate degree	2-year college degree program completed	10
Three years college	90–119 semester hours or 135–179 quarter hours completed	11
Four years college	120 or more semester hours or 180 or more quarter hours completed—no baccalaureate (bachelor's) degree.	12
Bachelor's degree	Requires completion of at least four but no more than five years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.	13
Post-Bachelor's	Some work beyond (at a higher level than) the bachelor's degree but no additional higher degree.	14
First professional	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).	15
Post-first professional	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.	16
Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.	17
Post-master's	Some work beyond (at a higher level than) the Master's degree but no additional higher degree.	18
Sixth-year degree	I.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.	19
Post-sixth year	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.	20
Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.	21
Post-doctorate	Work beyond the doctorate	22

FAIR LABOR STANDARDS ACT STATUS

Implementation Date: January 1982
Definition: The status of Federal civilian employees under the authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213).
Maintenance Agency: U.S. Office of Personnel Management, Compensation Division.

Associated Data Element(s)

Title and Definition		Size/ Class
FLSA exemption status -	The status of the Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213).	1A

Data Representations

Name	Definition/Explanation	Code
Exempt employee	An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.	E
Nonexempt employee	An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.	N

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS

Implementation Date: April 1981
Definition: Indicates coverage or noncoverage under the Federal Employees' Group Life Insurance Program.
Maintenance Agency: U. S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	Size/Class
Federal Employees' Group Life Insurance - Indicates the employee's coverage or noncoverage under the Federal Employees' Group Life Insurance Program.	1A

Data Representations

Name	Definition/Explanation	Code
Ineligible for life insurance coverage	An employee excluded from coverage by law or regulation, or who has become ineligible for further continuation of his/her insurance without cost while in a nonpay status (when used in latter manner, code A must be coupled with date nonpay status commenced).	A
Waived all life insurance	An employee has waived his/her right to all coverage under the Federal Employees' Group Life Insurance Program.	B
Basic Life only	....	C
Basic Life plus Standard Option	....	D
Basic Life plus Family Option	....	E
Basic Life plus Standard Option and Family Option	....	F
Basic Life plus Additional Option with 1 times pay	....	G

Data Representations - Continued

Name	Definition/Explanation	Code
Basic Life plus Additional Option with 1 times pay and Standard Option		H
Basic Life plus Additional Option with 1 times pay and Family Option		I
Basic Life plus Additional Option with 1 times pay and Standard Option and Family Option		J
Basic Life plus Additional Option with 2 times pay		K
Basic Life plus Additional Option with 2 times pay and Standard Option		L
Basic Life plus Additional Option with 2 times pay and Family Option		M
Basic Life plus Additional Option with 2 times pay and Standard Option and Family Option		N
Basic Life plus Additional Option with 3 times pay		O
Basic Life plus Additional Option with 3 times pay and Standard Option		P
Basic Life plus Additional Option with 3 times pay and Family Option		Q
Basic Life plus Additional Option with 3 times pay and Standard Option and Family Option		R

Data Representations - Continued

Name	Definition/Explanation	Code
Basic Life plus Additional Option with 4 times pay	....	S
Basic Life plus Additional Option with 4 times pay and Standard Option	....	T
Basic Life plus Additional Option with 4 times pay and Family Option	....	U
Basic Life plus Additional Option with 4 times pay and Standard Option and Family Option	....	V
Basic Life plus Additional Option with 5 times pay	....	W
Basic Life plus Additional Option with 5 times pay and Standard Option	....	X
Basic Life plus Additional Option with 5 times pay and Family Option	....	Y
Basic Life plus Additional Option with 5 times pay and Standard Option and Family Option	....	Z

JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS

Implementation Date: March 1972.
Definition: The grouping of the kinds of work activities of Federal professional employees engaged in the physical, biological, mathematical, social and health sciences and in engineering into broad job functions.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group.

Associated Data Element(s)

Title and Definition	Size/Class
Functional classification of scientists and engineers - The employee's primary job function as a scientist or engineer. The occupational series for which functional classifications are applicable are listed below.	2N

Community Planning	0020	Fishery Biology	0482
Park Management	0025	Wildlife Refuge Management	0485
Social Science	0101	Wildlife Biology	0486
Economist	0110	Husbandry	0487
Manpower Research and Analysis	0140	Home Economics	0493
Geography	0150	General Health Science	0601
History	0170	Medical Officer	0602
Psychology	0180	Nurse	0610
Sociology	0184	Dietitian	0630
Social Work	0185	Occupational Therapist	0631
General Anthropology	0190	Physical Therapist	0633
Archeology	0193	Corrective Therapist	0635
General Biological Science	0401	Manual Arts Therapist	0637
Microbiology	0403	Educational Therapist	0639
Pharmacology	0405	Medical Technologist	0644
Agricultural Extension	0406	Pharmacist	0660
Ecology	0408	Optometrist	0662
Zoology	0410	Speech Pathology and Audiology	0665
Physiology	0413	Podiatrist	0668
Entomology	0414	Dental Officer	0680
Botany	0430	Industrial Hygiene	0690
Plant Pathology	0434	Consumer Safety	0696
Plant Physiology	0435	Veterinary Medical Science	0701
Plant Protection and Quarantine	0436	General Engineering	0801
Horticulture	0437	Safety Engineering	0803
Genetics	0440	Fire Prevention Engineering	0804
Range Conservation	0454	Materials Engineering	0806
Soil Conservation	0457	Landscape Architecture	0807
Forestry	0460	Architecture	0808
Soil Science	0470	Civil Engineering	0810
Agronomy	0471	Environmental Engineering	0819
Agricultural Management	0475	Mechanical Engineering	0830
Fish and Wildlife Administration	0480	Nuclear Engineering	0840

Electrical Engineering	0850	Hydrology	1315
Electronic Engineering	0855	Chemistry	1320
Biomedical Engineering	0858	Metallurgy	1321
Aerospace Engineering	0861	Astronomy and Space Science	1330
Naval Architecture	0871	Meteorology	1340
Mining Engineering	0880	Geology	1350
Petroleum Engineering	0881	Oceanography	1360
Agricultural Engineering	0890	Cartography	1370
Ceramic Engineering	0892	Geodesy	1372
Chemical Engineering	0893	Land Surveying	1373
Welding Engineering	0894	Forest Products Technology	1380
Industrial Engineering	0896	Food Technology	1382
Patent Administration	1220	Textile Technology	1384
Patent Adviser	1221	Photographic Technology	1386
Patent Classifying	1223	Actuary	1510
Patent Examining	1224	Operations Research	1515
Patent Interference Examining	1225	Mathematics	1520
Design Patent Examining	1226	Mathematical Statistician	1529
General Physical Science	1301	Statistician	1530
Health Physics	1306	Cryptography	1540
Physics	1310	Computer Science	1550
Geophysics	1313		

Data Representations

Name	Definition/Explanation	Code
	See Handbook of Position Classification Standards, General Introduction, Section VI, for full definitions and explanations of the categories.	
Not applicable	Employee is not in one of the occupational series to which the functional classifications must be applied.	00
Research		11
Research contract and grant administration.		12
Development		13
Test and evaluation		14
Design		21
Construction		22
Production		23
Installation, operations and maintenance.		24
Data collection, processing and analysis.		31
Scientific and technical information.		32

Data Representations-Continued

Name	Definition/Explanation	Code
Standards and specifications	....	41
Regulatory enforcement and licensing.	....	42
Natural resource operations	....	51
Clinical practice, counseling and ancillary medical services.	....	81
Planning	....	91
Management	....	92
Teaching and training	....	93
Technical assistance and .... consulting.	....	94
Other-Not elsewhere classified.	Employee is in one of the occupational series to which the functional classifications must be applied, but the kind of work activity is not included under any of the other categories.	99

LEGAL AUTHORITIES

Implementation Date: January 1982
Definition: The laws, executive orders, rules, regulations, or other bases which authorize the appointing officer to effect personnel actions on an employee.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Records Management Branch.

Associated Data Element(s)

Title and Definition	Size/ Class
Legal authority - The law, executive order, rule, regulation, or other basis which authorizes the appointing officer to effect a personnel action on an employee.	3 A/N

Data Representations [1/]

Name	Definition/Explanation	Code
	AUTHORITIES OF RESPONSIBLE ORGANIZATIONS INCLUDING OFFICE OF PERSONNEL MANAGEMENT, MERIT SYSTEMS PROTECTION BOARD, EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, LABOR RELATIONS AND COURT DECISIONS.	
SF 59 approved (date)	....	ABM
CS Cert #	....	ACM
CS Cert # WTO	....	A2M
OPM Directive	....	ADM
MSPB Directive	....	AGM
MSPB Directive - Mil	....	ALM
MSPB Directive - Inj	....	AQM
EEOC Decision and date	....	ARM
Court Decision and date	....	ASM
Authority, Decision and date	....	ATM
Labor Relations Decision and date	....	AXM
OPM Letter	....	AUM
OPM Standards	....	AVM
OPM Form 1390 dated (date)	....	AWM
OPM Office, Authority # and date	....	AYM
CS Rule V	....	A3M

[1/] Current as of January 1, 1981, but subject to minor maintenance changes prior to implementation.

Data Representations - Continued

Name	Definition/Explanation	Code
CS Rule 3.2		A7M
CS Rule 6.7 - TVA Agr		BBM
CS Rule 6.7 - VA Agr		BLM
CS Rule 6.7 - NRC Agr		BLK
CS Rule 8.3		BPM
OPM Selection Roster #		BTM
OPM Delegation Agr		BWM
	FPM CHAPTERS, LETTERS, AND SUPPLEMENTS	
FPM Ch 211		CCM
FPM Ch 296		CGM
FPM Ch 311, S2-1		CQM
FPM Ch 316, S4-6d		CSM
FPM Ch 316, S4-6e		CTM
FPM Ch 351, S6-3g		CUM
FPM Ch 353, APP A		CYM
FPM Ch 715, S3-2		C7M
FPM Ch 715, S3-3a		DBM
FPM Ch 715, S3-3a Prom		DFM
FPM Ch 715, S3-3a CLG		DKM
FPM Ch 870		DPM
FPM Ltr # dated (date)		EEM
FPM Btn # dated (date)		EJM
FPM Supp 532-1, S4		FGM
FPM Supp 532-1, S8-3		FEM
FPM Supp 532-1, S8-6c		FNM
FPM Supp 532-1, S8-8		FTM
FPM Supp 532-1, S10		F5M
FPM Supp 532-1, S5-14d		F8M
FPM Supp 831-1, S10-11a		GFM
FPM Supp 990-2, Bk 630, S12-2		GLM
	CODE OF FEDERAL REGULATIONS	
Reg 230.402(b)		HDM
Reg 230.402(c)(1)		HGM
Reg 230.402(c)(2)		HJM
Reg 230 402(c)(3)		HLM
Reg 301.201		HNM
Reg 301.202		HRM
Reg 301.203(c)		H3M
Reg 301.204 Mix		HWM
Reg 301.204 Preappt		HXM
Reg 301.204 Postappt		HZM

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 305.505		H4M
Reg 305.505 Career Prom		H5M
Reg 305.505 Upgrading		H7M
Reg 305.505 Comp		H6M
Reg 305.505 Other Except to Comp		H8M
Reg 305.505 Reclass		JAM
Reg 305.506 Lateral		JEM
Reg 305.506 CLG		JGM
Reg 305.506 Prom		JJM
Reg 305.507(b)		JMM
Reg 305.509		JQM
Reg 305.510		JTM
Reg 305.510(c)		JVM
Reg 305.601		JYM
Reg 305.701		J2M
Reg 305.701(c)		J4M
Reg 307.103		J8M
Reg 307.106		KBM
Reg 307.106 Lateral		KDM
Reg 307.106 Prom		KFM
Reg 307.106 CLG		KHM
Reg 310.202		KLM
Reg 315.202		KMM
Reg 315.401		KQM
Reg 315.501 Lateral		KTM
Reg 315.501 Prom		KVM
Reg 315.501 CLG		KXM
Reg 315.601		K1M
Reg 315.602		K4M
Reg 315.603(a)(1)		K7M
Reg 315.603(a)(2)		K9M
Reg 315.604		KBM
Reg 315.605		LEM
Reg 315.606		LHM
Reg 315.607		LJM
Reg 315.701		LLM
Reg 315.702		LPM
Reg 315.703		LSM
Reg 315.704(c)		LUM
Reg 315.704		LWM
Reg 315.705		LYM
Reg 315.707		LZM
Reg 315.709		L1M
Reg 315.708		L3M

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 315.804		L2M
Reg 315.804 Mix		L5M
Reg 315.804 Eq Mix		LXM
Reg 315.804 Eq		L4M
Reg 315.805		L6M
Reg 315.805 Eq		L8M
Reg 315.907		L9M
Reg 316.201		MAM
Reg 316.201 WTO		MBM
Reg 316.302(b)		MCM
Reg 316.302(c)(1)		MEM
Reg 316.302(c)(2)		MGM
Reg 316.302(c)(3)		MJM
Reg 316.302(c)(4)		MLM
Reg 316.302(c)(5)		MMM
Reg 316.304 Mix		MNM
Reg 316.304 Preappt		MPM
Reg 316.304 Postappt		MRM
Reg 316.401		MUM
Reg 316.402(a)		MXM
Reg 316.402(a) Faculty		MYM
Reg 316.402(a) Intern		MVM
Reg 316.402(a) Outside Register		MZM
Reg 316.402(a) Special Need		M1M
Reg 316.402(a) Summer		M2M
Reg 316.402(a) Summer Rehire		M4M
Reg 316.402(b)(1)		M6M
Reg 316.402(b)(2)		M8M
Reg 316.402(b)(3)		NAM
Reg 316.402(b)(4)		NCM
Reg 316.402(b)(5)		NEM
Reg 316.601		NFM
Reg 316.701		NJM
Reg 316.702		NMM
Reg 316.801		NQM
Reg 317.304		NRM
Reg 317.305(b)		NSM
Reg 317.305(b)(3)		NTM
Reg 317.306(b)(1)		NVM
Reg 317.306(b)(2)		NWM
Reg 317.306(b)(3)(i)		NXM
Reg 330.201		NUM

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 334.101		NYM
Reg 334.104		N1M
Reg 335.102		N2M
Reg 335.102 Comp		N3M
Reg 335.102(g)		N4M
Reg 335.102 Upgrading		N5M
Reg 335.102 Career Prom		N6M
Reg 335.102 Reclass		N7M
Reg 335.102 Except to Comp		N8M
Reg 351.201		N9M
Reg 351.302		PDM
Reg 351.501		PGM
Reg 351.502		PKM
Reg 351.603		PNM
Reg 351.604(d)		PSM
Reg 352.204		PWM
Reg 352.308		PZM
Reg 352.311		P3M
Reg 352.507		P5M
Reg 353.104		P9M
Reg 353.105		QCM
Reg 353.302(a)		QEM
Reg 353.302(b)		QFM
Reg 353.501		Q3M
Reg 432.201		QGM
Reg 432.201 Eq		QHM
Reg 530.305		QJM
Reg 530.306(b)(1)		QMM
Reg 530.306(b)(2)		QNM
Reg 530.306(b)(3)		QPM
Reg 530.307		QSM
Reg 531.205		QWM
Reg 531.301		QZM
Reg 531.401		Q5M
Reg 531.404		Q7M
Reg 531.501		RBM
Reg 536.103(b)		RJM
5 C.F.R. Part 536		RKM
Reg 630.401		R4M
Reg 715.202		RPM

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 715.202 Prob		R5M
Reg 715.202 Perf		R7M
Reg 715.202 Eq Perf		R8M
Reg 715.202 CAA		RQM
Reg 715.202 EAA		RRM
Reg 715.202 Nondisp		R2G
Reg 715.202 Nonsupv		RAG
Reg 715.202 OAA		RSM
Reg 715.202 RIF		RTM
Reg 715.202 Other		RUM
Reg 715.202 Disp		RVM
Reg 715.202 Reas		RWM
Reg 715.202 Relo		RXM
Reg 731.201		RYM
Reg 752.401		RAH
Reg 831.501(a)		SQM
Reg 831.501(a) Disability		SRM
Reg 831.502		SUM
Reg 831.503(a)		SWM
Reg 831.1203		SZM
	CANAL ZONE AUTHORITIES	
CZ Register		TBM
CZ Reg 251.2(a)(2)		TEM
CZ Reg 253.42(b)		THM
CZ Reg 253.43		TJM
CZ Reg 253.44		TLM
CZ Reg 253.44(b)		TMM
CZ Reg 253.45(a)		TPM
CZ Reg 253.45(b)		TQM
CZ Reg 253.45(e)		TRM
CZ Reg 253.46		TTM
CZ Reg 253.72		TWM
CZ Reg 253.75		TZM
	LAWS AND AGENCY REGULATIONS	
Sec 625(d) FA Act		UCN
Sec 528 FS Act		UFM
Sec 801(b) of Title VIII, P.L. 95-454		UHM
Peace Corps Act		UJM
Agency Directive or Order		UNM
Agency Reg		USM

Data Representations - Continued

Name	Definition/Explanation	Code
Agency Reg Conduct		UPM
Agency Reg Mix		UQM
Agency Reg Reclass		U3M
Agency Reg Relo		UTM
Agency Preappt		UWM
Agency Reg Postappt		UZM
Agency Reg Perf		U2M
	TITLE 5 U.S.C. (INCLUDES ONE POSTAL CITATION)	
5 U.S.C. 1207(a)		VAM
5 U.S.C. 3109		VEM
5 U.S.C. 3304(c)		VHM
5 U.S.C. 3323		VCM
5 U.S.C. 3325		VJM
5 U.S.C. 3341		VLM
5 U.S.C. 3341 Exc-Other		VMM
5 U.S.C. 3341 Exc-Reorg		V1M
5 U.S.C. 3341 Exc-Unclass		VQM
5 U.S.C. 3341 Reorg		VPM
5 U.S.C. 3341 Growth		VWM
5 U.S.C. 3341 Other		VZL
5 U.S.C. 3341 Unclass		VSM
5 U.S.C. 3343		VGM
5 U.S.C. 3374		VPE
5 U.S.C. 3393		V2M
5 U.S.C. 3393 Preappt		VUM
5 U.S.C. 3393 Postappt		VYM
5 U.S.C. 3396(c)(1)		V3M
5 U.S.C. 3394(a) Noncareer		V4L
5 U.S.C. 3394(a) Limited		V4M
5 U.S.C. 3394(a) Emergency		V4P
5 U.S.C. 3395(a)(1)(a)		V5M
5 U.S.C. 3395(a)(1)(b)		V6M
5 U.S.C. 3395(b)(1)		V7M
5 U.S.C. 3395(b)(2)		V8M
5 U.S.C. 3395(d)(1)		V9M
5 U.S.C. 3395(d)(2)		VAG
5 U.S.C. 3551		VRM
5 U.S.C. 3593(a)		VBJ
5 U.S.C. 3593(b)		VCJ
5 U.S.C. 3594(a)		VDJ
5 U.S.C. 4314		VEJ
5 U.S.C. 4314(b)(3)		VFJ
5 U.S.C. 4314(b)(4)		VGJ

Data Representations - Continued

Name	Definition/Explanation	Code
5 U.S.C. 5343(e)(2)	....	VUL
5 U.S.C. 5362	....	VKJ
5 U.S.C. 5362 Decl Transfer	....	VKK
5 U.S.C. 5362 Reclass	....	VLK
5 U.S.C. 5362 RIF	....	VMK
5 U.S.C. 5362(a)	....	VMJ
5 U.S.C. 5362(b)	....	VQJ
5 U.S.C. 5362(c)	....	VLJ
5 U.S.C. 5362(d)(3)	....	VNJ
5 U.S.C. 5362(d)(4)	....	VPL
5 U.S.C. 5363	....	VRJ
5 U.S.C. 5363(a)	....	VSJ
5 U.S.C. 5363(c)(2)	....	VTJ
5 U.S.C. 5365	....	VIJ
5 U.S.C. 5402(c)	....	VBK
5 U.S.C. 5403	....	VCK
5 U.S.C. 5596	....	VWL
5 U.S.C. 6101	....	VXM
5 U.S.C. 6303	....	VZM
5 U.S.C. 7325	....	V2L
5 U.S.C. 7532	....	V4J
5 U.S.C. 54	....	VAK
5 U.S.C. 75	....	VAJ
5 U.S.C. 75 Eq	....	VHJ
5 U.S.C. 75 Relo	....	VJJ
5 U.S.C. 75 Relo Eq	....	V2J
5 U.S.C. 75 Preappt	....	V5J
5 U.S.C. 75 Postappt	....	V6J
5 U.S.C. 75 Preappt Eq	....	V7J
5 U.S.C. 75 Post-appt Eq	....	V8J
5 U.S.C. 75 NAR	....	V9J
5 U.S.C. 75 NAR Eq	....	VPJ
5 U.S.C. 75 Reclass	....	VUJ
5 U.S.C. 75 Reclass Eq	....	VVJ
5 U.S.C. 8336(d)(2) RIF	....	VYJ
5 U.S.C. 8336(d)(2) Reorg	....	VZJ
5 U.S.C. 8336(d)(2) T/F	....	V3J
39 U.S.C. 1006	....	V8L
	SCHEDULE A, B, AND C AUTHORITIES	
SCH A, 213.3102(a)	....	WAM
SCH A, 213.3102(b)	....	WBM
SCH A, 213.3102(c)	....	WCM
SCH A, 213.3102(d)	....	WDM
SCH A, 213.3102(e)	....	WEM

Data Representations - Continued

Name	Definition/Explanation	Code
SCH A, 213.3102(f)	....	WFM
SCH A, 213.3102(g)	....	WGM
SCH A, 213.3102(g) Coop	....	W5M
SCH A, 213.3102(h)	....	WHM
SCH A, 213.3102(k)	....	WKM
SCH A, 213.3102(l)	....	WLM
SCH A, 213.3102(m)	....	WMM
SCH A, 213.3102(n)	....	WNM
SCH A, 213.3102(p)	....	WPM
SCH A, 213.3102(q)	....	WQM
SCH A, 213.3102(q) Coop	....	W7M
SCH A, 213.3102(q) Intern	....	WSM
SCH A, 213.3102(r)	....	WRM
SCH A, 213.3102(t)	....	WTM
SCH A, 213.3102(u)	....	WUM
SCH A, 213.3102(v)	....	WVM
SCH A, 213.3102(w)	....	WWM
SCH A, 213.3102(x)	....	WXM
SCH A, 213.3102(y)	....	WYM
SCH A, 213.3102(z)	....	WZM
SCH A, 213.3102(o)	....	W6M
SCH A, 213.3102(i)	....	W9M
SCH A, 213.3102(aa)	....	XAM
SCH A, 213.3102(bb)	....	XBM
SCH A, 213.3102(cc)	....	XCM
SCH A, 213.3102(ff)	....	XFM
SCH A, 213.3102(hh)	....	XHM
SCH A, 213.3102(ii)	....	X9M
SCH A, 213.3102(jj)	....	XVM
SCH A, 213.3102(kk)	....	XWM
SCH A, 213.3102(ll)	....	XXM
SCH A, 213.31xx	....	XZM
SCH B, 213.3202(a)	....	Y1M
SCH B, 213.3202(b)	....	Y2M
SCH B, 213.3202(c)	....	Y3M
SCH B, 213.3202(d)	....	Y4M
SCH B, 213.3202(f)	....	YAM
SCH B, 213.3202(e)	....	YBM
SCH B, 213.3202(j)	....	YJM
SCH B, 213.3202(k)	....	YKM
SCH B, 213.32xx	....	Y5M
SCH C, 213.33xx	....	Y7M

Data Representations - Continued

Name	Definition/Explanation	Code
	MISCELLANEOUS AUTHORITIES: EXECUTIVE ORDERS, PRESIDENTIAL APPOINTMENTS, PRESIDENT/SENATE APPOINTMENTS (LAW, EXECUTIVE ORDER, REGULATION, AND OTHER CITATIONS)	
EO 9712	....	ZCM
EO 10450	....	ZEM
EO 12107	....	ZFM
EO 10826	....	ZGM
EO 11203	....	ZGY
EO 12008	....	ZHM
EO 12015	....	ZJM
EO 12230	....	ZMM
Pres Appt (Law, E.O., Reg.)	....	ZKM
Pres/Senate Appt (Law, E.O., Reg.)	....	ZNM
P.L. 96-8 (American Institute in Taiwan)	....	ZPM
Other Citation (Law, E.O., Reg.)	....	ZLM

NATURE OF PERSONNEL ACTION

Implementation Date: January 1982
Definition: The specific personnel action used to initiate, change, or terminate a condition of employment or to create or change a personnel record.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Records Management Branch.

Associated Data Element(s)

Title and Definition	Size/Class
Nature of action code - The specific personnel action used to create or change a civilian personnel record.	3N

Data Representations 1/

Name	Definition/Explanation	Code
Cancellation		001
Correction		002
Recreation or resubmission of a CPDF record	For CPDF use only	005
Correction of current CPDF file	For CPDF use only	007
Deletion from file	For CPDF use only	010
Current Appointment Authority Initialization	For CPDF use only	022
Career Appointment		100
Career-Conditional Appointment		101
Career-Executive Assignment		102
Career Executive Assignment-Conditional		103
Noncareer Executive Assignment		104
Emergency Appointment		107
Term Appointment Not-to-exceed (date)		108
Temporary Appointment Pending Establishment of Register		112
Appointment Not-to-exceed (date)		115
Summer Appointment Not-to-exceed (date)		117
Overseas Limited Appointment		120
Overseas Limited Appointment Not-to-exceed (date)		122
Appointment-Status Quo		124
Limited Executive Assignment		128

1/ Current as of January 1, 1981, but subject to minor maintenance changes prior to implementation.

Data Representations - Continued

Name	Definition/Explanation	Code
Transfer	....	130
Mass Transfer	....	132
Reinstatement-Career	....	140
Reinstatement-Career-Conditional	....	141
Senior Executive Service Career Appointment	....	142
Reinstatement-Senior Executive Service Career	....	143
Transfer-Senior Executive Service Career	....	145
Senior Executive Service Noncareer Appointment	....	146
Transfer-Senior Executive Service Noncareer	....	147
Senior Executive Service Limited Term Appointment Not-to-exceed (date)	....	148
Senior Executive Service Limited Emergency Appointment Not-to-exceed (date)	....	149
Canal Zone Career-Conditional Appointment	....	150
Canal Zone Career Appointment	....	151
Canal Zone Temporary Appointment Pending Establishment of Register	....	152
Canal Zone Appointment Not-to-exceed (date)	....	153
Canal Zone Term Appointment Not-to-exceed (date)	....	154
Canal Zone Reappointment	....	155
Canal Zone Appointment-Status Quo	....	156
Canal Zone Transfer	....	157
Excepted Appointment	....	170
Excepted Appointment Not-to-exceed (date)	....	171
Appointment Subrural Career	....	190
Appointment Auxiliary/Assistant Emergency Subrural Carrier	....	191

Data Representations - Continued

Name	Definition/Explanation	Code
Placement in Pay Status		280
Return to Duty		292
Retirement - Mandatory		300
Retirement - Disability		301
Retirement - Voluntary		302
Retirement - Special Option		303
Retirement - Involuntary		304
Resignation - In Lieu of Involuntary Action		312
Resignation		317
Removal		330
Death		350
Termination - Appointment In (agency)		352
Termination - Military		353
Termination - Disability		354
Termination - Expiration of Appointment		355
Termination - Involuntary		356
Termination		357
Placement in Nonpay Status		430
Suspension Not-to-exceed (date)		450
Suspension - Indefinite		452
Leave Without Pay Not-to-exceed (date)		460
Leave With Pay Not-to-exceed (date)		462
Furlough Not-to-exceed (date)		472
Furlough - Military		473
Sabbatical Not-to-exceed (date)		480
Conversion to Career Appointment		500
Conversion to Career-Conditional Appointment		501
Conversion to Career Executive Assignment		502
Conversion to Career Executive Assignment-Conditional		503
Conversion to Noncareer Executive Assignment		504
Conversion to Emergency Appointment		507

Data Representations - Continued

Name	Definition/Explanation	Code
Conversion to Term Appointment Not-to-exceed (date)		508
Conversion to Temporary Appointment Pending Establishment of Register		512
Conversion to Appointment Not-to-exceed (date)		515
Conversion to Summer Appointment Not-to-exceed (date)		517
Conversion to Overseas Limited Appointment		520
Conversion to Overseas Limited Appointment Not-to-exceed (date)		522
Conversion to Appointment-Status Quo		524
Conversion to Limited Executive Assignment		528
Conversion to Reinstatement-Career		540
Conversion to Reinstatement-Career-Conditional		541
Conversion to Senior Executive Service Career Appointment		542
Conversion to Reinstatement-Senior Executive Service Career		543
Conversion to Senior Executive Service Noncareer Appointment		546
Conversion to Senior Executive Service Limited Term Appointment Not-to-exceed (date)		548
Conversion to Senior Executive Service Limited Emergency Appointment Not-to-exceed (date)		549
Conversion to Canal Zone Career-Conditional Appointment		550
Conversion to Canal Zone Career Appointment		551

Data Representations - Continued

Name	Definition/Explanation	Code
Conversion to Canal Zone Temporary Appointment Pending Establishment of Register		552
Conversion to Canal Zone Appointment Not-to-exceed (date)		553
Conversion to Canal Zone Term Appointment Not-to-exceed (date)		554
Conversion to Canal Zone Reappointment		555
Conversion to Canal Zone Appointment-Status Quo		556
Conversion to Excepted Appointment		570
Conversion to Excepted Appointment Not-to-exceed (date)		571
Conversion to Regular Rural Carrier Appointment		580
Promotion		702
Promotion Not-to-exceed (date)		703
Change to Lower Grade		713
Change to Part-time Fixed		716
Reassignment		721
Detail Not-to-exceed (date)		730
Extension of Detail Not-to-exceed (date)		731
Termination of Detail		732
Grade Restoration		735
Grade Retention		736
Position Change		740
Position Change Not-to-Exceed (date)		741
Continuance Not-to-exceed (date)		750
Extension of Appointment Not-to-exceed (date)		760
Extension of Summer Appointment Not-to-exceed (date)		761
Extension of Senior Executive Service Appointment Not-to-exceed (date)		762

Data Representations - Continued

Name	Definition/Explanation	Code
Extension of Term Appointment Not-to-exceed (date)		765
Extension of Promotion Not-to-exceed (date)		769
Extension of Position Change Not-to-exceed (date)		770
Extension of Furlough Not-to-exceed date		772
Extension of Leave Without Pay Not-to-exceed (date)		773
Name Change from ________		780
Change in Work Schedule		781
Change in Hours		782
Realignment		790
Change in Duty Station		792
Change in Data Element		800
Termination of Grade Retention		866
Change in Tenure Group		880
Federal Employees Group Life Insurance Change		881
Change in Service Computation Date		882
Change in Veteran Preference		883
Denial of Within-grade Increase		888
Merit Pay Cash Award		890
Merit Increase		891
Quality Increase		892
Within-grade Increase		893
Pay Adjustment		894
Step Adjustment		899

POSITION SERVICE IDENTIFIER

Implementation Date: January 1982
Definition: The service, competitive, excepted, or senior executive, to which a position is assigned.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition		Size/ Class
Position occupied -	An indication of whether the employee's position is in the competitive service, excepted service or Senior Executive Service.	1N

Data Representations

Name	Definition/Explanation	Code
Competitive service	See 5 U.S.C. 2102 for definition of the competitive service.	1
Excepted service	This position is not in the competitive service or in the Senior Executive Service. See 5 U.S.C. 2103 for definition of the excepted service.	2
Senior Executive Service General	Employee in the SES occupies a general position as defined in 5 U.S.C. 3132 (a)(9).	3
Senior Executive Service Career Reserved	Employee in the SES occupies a career reserved position as defined in the 5 U.S.C. 3132 (a)(8).	4

RACE AND NATIONAL ORIGIN

Implementation Date: September 1981
Definition: A designation of a person's race and national origin.
Maintenance Agency: U.S. Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Elements(s)

Title and Definition	Size/ Class
Race and national origin - identification Identifies the employee's basic racial and national origin category. Employees of mixed racial and/or national origin should be identified by the category with which they most closely associate themselves.	1A

Data Representations

Name	Definition/Explanation	Code
American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. (This code must not be used for employees in Puerto Rico.)	A
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.)	B
Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)	C
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.	D

Data Representations - Continued

Name	Definition/Explanation	Code
White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories. (This code must not be used for employees in Puerto Rico.)	E
Asian Indian	A person having origins in any of the original peoples of the Indian subcontinent i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)	F
Chinese	A person having origins in any of the original peoples of China. (This code is for use in Hawaii only.)	G
Filipino	A person having origins in any of the original peoples of the Philippines. (This code is for use in Hawaii only.)	H
Guamanian	A person having origins in any of the original peoples of Guam (e.g. Chamorro). (This code is for use in Hawaii only.)	J
Hawaiian	A person having origins in any of the original peoples of Hawaii. Includes persons who are Part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.)	K
Japanese	A person having origins in any of the original peoples of Japan. (This code is for use in Hawaii only.)	L
Korean	A person having origins in any of the original peoples of Korea. (This code is for use in Hawaii only.)	M
Samoan	A person having origins in any of the original peoples of Samoa. (This code is for use in Hawaii only.)	N
Vietnamese	A person having origins in any of the original peoples of Vietnam. (This code is for use in Hawaii only.)	P
All Other Asian or Pacific Islanders	A person having origins in any of the original peoples of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.)	Q
Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. (This code is for use in Puerto Rico only.)	Y

SUPERVISORY OR MANAGERIAL POSITION INDICATOR

Implementation Date: May 1980
Definition: The nature of managerial, supervisory, or nonsupervisory responsibility.
Maintenance Agency: U.S. Office of Personnel Management, Standards Development Center, Staffing Services Group.

Associated Data Element(s)

Title and Definition	Size/ Class
Supervisory or nonsupervisory indicator - The nature of managerial, supervisory, or nonsupervisory responsibility assigned to the position.	1N

Data Representations

Name	Definition/Explanation	Code
Supervisor	Position requires the exercise of supervisory responsibilities that at least meet the minimum requirements for application of the Supervisory Grade-Evaluation Guide or similar standards of minimum supervisory responsibilities specified by the job standards or other directives of the applicable pay schedule or system.	1
Manager	Position has the full range of managerial functions delineated in the introductory section to the Supervisory Grade-Evaluation Guide. (All managerial positions, as defined by the Supervisory Grade-Evaluation Guide, are supervisory in nature, but not all supervisory positions are managerial.)	3
Supervisor (CSRA)	Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10) but does not meet the minimum requirements for application of the Supervisory Grade-Evaluation Guide.	4
Management Official (CSRA)	Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11) but does not meet the Supervisory Grade-Evaluation Guide definition of Manager or Supervisor or the definition of Supervisor in 5 U.S.C. 7103(a)(10).	5
Leader	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the Work Leader Grade-Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system.	6
All Other Positions	Position does not meet the above definition of Supervisor, Manager, Supervisor (CSRA), Management Official (CSRA), or Leader.	8

TENURE GROUP

Implementation Date: January 1982
Definition: The retention groups (for reduction-in-force purposes) in which employees are placed based on type of appointment.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group, Policy Analysis and Development.

Associated Data Element(s)

Title and Definition		Size/ Class
Tenure code -	The code indicating the retention group (for reduction-in-force purposes) in which the employee is placed based on his or her type of appointment.	1N

Data Representations

Name	Definition/Explanation	Code
No tenure group	Employee is in none of the tenure groups established for reduction in-force purposes.	0
Tenure group 1	Competitive service - Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service - Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.	1
Tenure group 2	Competitive service - Tenure group 2 includes employees serving under career-conditional appointments, and employees under career appointments who are serving initial appointment probation. Excepted service - Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.	2

Data Representations (continued)

Name	Definition/Explanation	Code
Tenure group 3	Competitive service - Tenure group 3 includes employees serving on any appointment designated as indefinite, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo appointments, and employees under any other nonstatus nontemporary appointments. Excepted service - Tenure group 3 includes employees whose appointment is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.	3

UNITED STATES CITIZENSHIP STATUS

Implementation Date: January 1982
Definition: Indicates United States citizenship status.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	Size/ Class
Citizenship status - Indicates whether the employee is a U.S. citizen or not.	1N

Data Representations

Name	Definition/Explanation	Code
U.S. Citizen	A citizen of the United States, by birth or naturalization. (Includes U.S. Nationals. A U.S. National, though not a citizen of the United States, owes permanent allegiance to the United States. Limited to natives of American Samoa and Swains Island.)	1
Other		8

VIETNAM ERA VETERAN

Implementation Date: January 1982
Definition: A veteran who served during the Vietnam era, between August 5, 1964 and May 7, 1975. Beginning date established by Congressional Resolution; ending date by Presidential Proclamation 4373 dated May 7, 1975.
Maintenance Agency: U.S. Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Element(s)

Title and Definition		Size/ Class
Vietnam era veteran indicator -	Indicates whether an employee is a Vietnam era veteran.	1A

Data Representations

Name	Definition/Explanation	Code
Not a Vietnam era veteran	Employee may or may not be a veteran, but is not a veteran of the Vietnam era.	N
Vietnam era veteran	A veteran who served during the Vietnam era, between August 5, 1964 and May 7, 1975.	V

WORK SCHEDULE

Implementation Date: October 1981
Definition: The time basis on which an individual is scheduled to work.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition		Size/ Class
Work schedule code	- Indicates the time basis on which an employee is scheduled to work.	1A

Data Representations

Name	Definition/Explanation	Code
Full-time	A schedule which requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class.	F
Full-time seasonal	A schedule which requires an employee to work less than a full year on either an annually recurring or on-call basis and which requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class. (Less than the 2080 hours per year required of regular full-time employees.)	G
Part-time	A schedule which requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	P
Part-time seasonal	A schedule which requires an employee to work less than a full year on either an annually recurring or on-call basis and which requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	Q
Intermittent	A schedule which requires an employee to work an irregular number of hours or days (i.e., on an occasional basis.)	I
Intermittent seasonal	A schedule which requires an employee to work less than a full work year on either an annually recurring or on-call basis and which requires an employee to work an irregular number of hours or days (i.e., on an occasional basis.)	J

292-1/ltr. 292-11

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-11

FPM Letter 292-11

Published in advance of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Conversion Chart for Personnel Action Codes and Nature of Action Codes

Washington, D. C. 20415
August 20, 1981

Heads of Departments and Independent Establishments:

1. Purpose - The purpose of this letter is to make generally available a conversion chart showing relationships between the Personnel Action Codes (PAC) used in FPM Supplement 296-31 and the Nature of Action Codes (NOAC) used in the new FPM Supplement 296-33, "The Guide to Processing Personnel Actions."

2. Background - Nature of Action Code (NOAC) replaces the existing Personnel Action Code (PAC) used in the CPDF and on all personnel actions. With few exceptions, every NOAC has one or more PAC equivalents, and every PAC has one or more NOAC equivalents. One notable exception is NOAC 800 which has been established to change data elements currently reported to CPDF (e.g., Pay Rate Determinant) and new SF 50 data elements (e.g., FLSA Exemption Status and Bargaining Unit Status) that were not defined by any previously existing PAC. See FPM Supplement 296-33 for complete instructions on NOAC assignment. NOAC's 000-899 are to be used only as directed by the Office of Personnel Management. NOAC's 900-999 may be used by agencies to record a personnel matter for which OPM does not require an SF 50 and which is of interest only to that agency and that employee.

3. Effective Date - The provisions of FPM Supplement 296-33 go into effect on January 1, 1982. All personnel actions with a January 1, 1982, or subsequent effective date and all corrections and cancellations of actions which were effective prior to January 1, 1982, but which are processed on or after January 1, 1982, require the use of the new Nature of Action Code (NOAC).

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Donald J. Devine
Director

Attachment

Inquiries: Agency Relations (ACE), Work Force Information Division, Data Standards Section, (FTS or 202) 254-6789

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

PM 1.14/3:

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
001	Cancellation	001	Cancellation
002	Correction	002	Correction
005	Recreation or resubmission of a record	005	Recreation or resubmission of a CPDF record
007	Correction of current file	007	Correction of current CPDF file
008	Recreation of a cancelled separation action	008	Recreation of a cancelled separation action
010	Deletion from file	010	Deletion from the file
100	Career Appt	100	Career Appt
		130	Career Appt
		140	Reinstatement-Career
		140	Career Appt
		160	Reemployment - MIL (to Career Appointment)
		161	Reemployment (to Career Appointment)
101	Career-Cond Appt	101	Career-Cond Appt
		131	Career-Cond Appt
		141	Reinstatement - Career-Cond
		141	Career-Cond Appt
		160	Reemployment - MIL (to Career-Cond Appointment)
		161	Reemployment (to Career-Cond Appt)
102	Career Exec Assign	100	Career Exec Assign
		130	Career Exec Assign - from (agency)
		130	Career Exec Assignment - Trans
		140	Career Exec Assign
		140	Career Exec Assign - from (agency)
		160	Career Exec Assign - Reempl - MIL
		161	Career Exec Assign - Reempl
103	Career Exec Assign - Cond	101	Career Exec Assign
		131	Career Exec Assign - Trans
		141	Career Exec Assign
		131	Career Exec Assign - from (agency)
		141	Career Exec Assign - from (agency)
		160	Career Exec Assign - Reempl
		161	Career Exec Assign - Reempl

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
104	Noncareer Exec Assign	170	Noncareer Exec Assign
		172	Noncareer Exec Assign - Indefinite
		160	Noncareer Exec Assign - Reempl - MIL
		161	Noncareer Exec Assign - Reempl
107	Emergency Appt	107	Emergency - Indefinite Appt
		160	Reemployment - MIL (to Emergency Indef Appt)
		161	Reemployment (to Emergency Indef Appt)
108	Term Appt NTE (date)	108	Term Appt NTE (date)
		161	Reemployment (to Term Appointment)
112	Temp Appt - PER	112	Temp Appt - PER
		160	Reemployment - MIL (to TAPER)
		161	Reemployment (to TAPER)
115	Appt NTE (date)	110	Temp Appt NTE (date)
		113	Temp Appt NTE (date)
		115	Temp Appt NTE (date)
		214	Temp Appt - 1 Month
117	Summer Appt NTE (date)	117	Temp Appt NTE (date)
		118	Temp Appt NTE (date)
		119	Temp Appt NTE (date)
		171	Exc Appt NTE (date) (to Summer Appt)
120	O/S Ltd Appt	120	O/S Ltd Appt
		160	Reemployment - MIL (to Overseas Ltd Appt)
		161	Reemployment (to Overseas Ltd Appt)
122	O/S Ltd Appt NTE (date)	121	O/S Ltd Appt NTE (date)
		124	O/S Ltd Term Appt NTE (date)
		160	Reemployment - MIL (to O/S Ltd Term Appt NTE)
		161	Reemployment (to O/S Ltd Term Appt NTE)
124	Appt - Status Quo	122	Appt (Special Tenure)
		160	Reemployment - MIL (to Special Tenure Appt)
		161	Reemployment (to Special Tenure Appt)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
128	Limited Exec Assign	128	Limited Exec Assign
		128	Limited Exec Assign Indefinite
		160	Limited Exec Assign - Reempl - MIL
		161	Limited Exec Assign - Reempl
130	Transfer	130	Transfer - Career
		131	Transfer - Career-Cond
		176	Veterans Readj Appt (from VRA in different agency without break in service)
132	Mass Transfer	132	Mass Transfer
140	Reins - Career	140	Reins - Career
141	Reins - Career-Cond	141	Reins - Career-Cond
142	SES Career Appt	142	SES Career Appt
143	Reins - SES Career	143	Reinstatement - SES Career
		144	Reinstatement - SES Career
145	Transfer - SES Career	145	Transfer - SES Career
146	SES Noncareer Appt	146	SES Noncareer Appt
147	Transfer - SES Non-career	147	Transfer - SES Noncareer
148	SES Ltd Term Appt NTE (date)	148	SES Ltd Term Appt NTE (date)
149	SES Ltd Emergency Appt NTE (date)	149	SES Ltd Emergency Appt NTE (date)
150	Canal Zone Career-Cond Appt	173	Canal Zone Career-Cond Appt
		160	Canal Zone Reemployment - MIL (to Canal Zone Career-Cond Appt)
		161	Canal Zone Reemployment (to Canal Zone Career-Cond appt)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
151	Canal Zone Career Appt	170	Canal Zone Career Appt
		160	Canal Zone Reemployment - MIL (to Canal Zone Career Appt)
		161	Canal Zone Reemployment (to Canal Zone Career Appt)
152	Canal Zone Temp Appt - PER	172	Canal Zone Temp Appt - PER
		160	Canal Zone Reemployment - MIL (to Canal Zone Temp Appt - PER)
		161	Canal Zone Reemployment (to Canal Zone Temp Appt - PER)
153	Canal Zone Appt NTE (date)	171	Canal Zone Temp Appt NTE (date)
154	Canal Zone Term Appt NTE (date)	171	Canal Zone Term Appt NTE (date)
		161	Canal Zone Reemployment (to Canal Zone Term Appt)
155	Canal Zone Reappt	170	Canal Zone Reappt - Career
		173	Canal Zone Reappt - Career Cond
156	Canal Zone Appt - Status Quo		None
157	Canal Zone Transfer	170	Canal Zone Transfer - Career
		173	Canal Zone Transfer - Career Cond
170	Exc Appt	170	Exc Appt
		172	Exc Appt - Indefinite
		173	Exc Appt - Conditional
		176	Veterans Readj Appt (except transfer from VRA in different agency without break in service)
		177	Exc Appt
		160	Reemployment - MIL (to Exec Appt)
		161	Reemployment (to Exec Appt)
		179	Exc Appt - PMIP
171	Exc Appt NTE (date)	171	Exc Appt NTE (date) (unless to Summer Appt)
		178	Exc Appt Excluded from CZMS NTE (date)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
190	Appt Sub Rural Carrier	190 thru 213	U.S.P.S. Accessions
191	Appt Aux/Asst Emerg Sub Carrier		
280	Placement in Pay Status	845	Placement in Pay Status
292	RTD	181	RTD - MIL
		280	RTD - RIF
		292	RTD
		293	RTD
		852	RTD
		295	RTD
300	Retirement - Mandatory	300	Retirement - Mandatory
301	Retirement - Disability	301	Retirement - Disability
302	Retirement - Voluntary	302	Retirement - Voluntary
		302	Retirement
303	Retirement - Special Option	304	Retirement - Voluntary (Major RIF)
		305	" " (Major Reorg)
		306	" " (Trsf of Function)
		307	" " (Special Auth)
304	Retirement - Involuntary	302	Retirement - (reason)
312	Resignation - ILIA	309	Resignation
		310	Resignation (if in lieu of adverse action)
		314	Resignation - Decl Reloc
		315	Resignation - Decl Assign
		316	Resignation - RIF
		317	Resignation - (reason)
317	Resignation	309	Resignation
		310	Resignation
		317	Resignation (not in lieu of involuntary separation)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
330	Removal	327	Removal - Disqualification
		328	Removal During Probation
		328	Removal During Trial Period
		330	Removal
		331	Separation - Abandoned Position
		333	Separation (when conduct is a factor)
		335	Separation (when conduct is a factor)
		337	Removal During Probation
		337	Removal During Trial Period
		338	Removal During Probation
		338	Removal During Trial Period
		346	Termination
		347	Removal
		348	Removal
		349	Removal
		353	Removal
		354	Removal
		357	Removal
		358	Removal
		359	Termination
		380	Removal
		382	Removal
		383	Removal
		384	Removal
350	Death	350	Death
352	Termination - Appt In (agency)	311	Resignation - Appt in (agency)
		319	Separation - Appt in Am Inst in Taiwan
		320	Separation - Transfer
		321	Separation - Appt in (agency)
		322	Separation - Appt (agency)
		332	Separation - Mass Transfer
353	Termination - MIL	313	Resignation - MIL
		313	Resignation - MIL - No return from furlough
		323	Separation - MIL
		323	Separation - MIL - No return from furlough

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
354	Termination - Disability	326	Separation - Disability
		352	Termination - Disability
355	Termination - Exp of Appt	352	Termination - Exp of Appt
356	Termination - Involuntary	324	Separation - Decl Reloc
		325	Separation - Decl Assign
		333	Separation (when conduct is not a factor)
		335	Separation (when conduct is not a factor)
		336	Termination During Probation
		336	Termination During Trial Period
		340	Reduction in Force
		344	Termination - Unacceptable Performance
		345	Termination - Unacceptable Performance
		346	Termination (when conduct is not a factor)
		351	Termination - Displacement
		352	Termination - Lack of Work
		352	Termination - Lack of Funds
		352	Termination - Decl Reloc
		352	Termination - Decl Assign
		352	Termination - Reempl Ann
		352	Termination
		359	Termination
		381	Termination - Unacceptable Performance
357	Termination	352	Termination
430	Placement in Nonpay Status	835	Placement in Nonpay Status
450	Suspension - NTE (date)	365	Suspension NTE (date)
		360	Suspension NTE (date)
		831	Suspension NTE (date)
		832	Suspension NTE (date)
		833	Suspension NTE (date)

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FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
452	Suspension - Indefinite	360	Suspension - Indefinite
		365	Suspension - Indefinite
460	LWOP NTE (date)	460	LWOP NTE (date)
		461	LWOP
		465	LWOP NTE (date)
462	LWP NTE (date)	462	LWP Pend Retire NTE (date)
472	Furlough NTE (date)	472	Furlough NTE (date)
		470	Furlough RIF NTE (date)
		840	Furlough NTE (date)
473	Furlough - MIL	371	Furlough - MIL
480	Sabbatical NTE (date)	480	Sabbatical NTE
500	Conv to Career Appt	500	Conv to Career Appt
		501	Conv to Career Appt
		503	Conv from PMIP to Career Appt
		504	Conv to Career Appt
		540	Conv to Career Appt
		561	Conv to Reemployment
501	Conv to Career-Cond Appt	505	Conv to Career-Cond Appt
		510	Conv to Career-Cond Appt
		511	Conv to Career-Cond Appt
		513	Conv from PMIP to Career-Cond Appt
		541	Conv to Career-Cond Appt
		561	Conv to Reemployment
502	Conv to Career Exec Assign	500	Career Exec Assign - by conv
		501	Career Exec Assign - by conv
		540	Career Exec Assign - by conv
		540	Career Exec Assign - by conv - from (agency)
		561	Career Exec Assign - Reempl - by conv

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
503	Conv to Career Exec Assign - Cond	510	Career Exec Assign - by conv
		511	Career Exec Assign - by conv
		541	Career Exec Assign - from (agency)
		541	Career Exec Assign - by conv
		561	Conv to Reemployment
504	Conv to Noncareer Exec Assign	550	Noncareer Exec Assign - by conv
		552	Noncareer Exec Assign - Indefinite - by conv
		561	Noncareer Exec Assign - Reempl - by conv
507	Conv to Emergency Appt	507	Conv to Emergency - Indefinite Appt
		561	Conv to Reemployment (on Emergency Appt)
508	Conv to Term Appt NTE (date)	508	Conv to Term Appt NTE (date)
		561	Conv to Reemployment (on Term Appt)
512	Conv to Temp Appt - PER	522	Conv to Temp Appt - PER
		561	Conv to Reemployment (on Temp Appt - PER)
515	Conv to Appt NTE (date)	515	Conv to Temp Appt NTE (date)
		520	Conv to Temp Appt NTE (date)
		523	Conv to Temp Appt NTE (date)
		614	Conv to Temp Appt - 1 month
517	Conv to Summer Appt NTE (date)	517	Conv to Temp Appt NTE (date)
		518	Conv to Temp Appt NTE (date)
		519	Conv to Temp Appt NTE (date)
		651	Conv to Exc Appt NTE (date) (to Summer Appointment)
520	Conv to O/S Ltd Appt	530	Conv to O/S Ltd Appt
		561	Conv to Reemployment (on O/S Ltd Appt)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
522	Conv to O/S Ltd Appt NTE (date)	531 534 561	Conv to O/S Ltd Appt NTE (date) Conv to O/S Ltd Term Appt NTE (date) Conv to Reemployment
524	Conv to Appt - Status Quo	532 561 891	Conv to Appt (Special Tenure) Conv to Reemployment (on Special Tenure Appt) Retention in Status Quo
528	Conv to Limited Exec Assign	528 528 561	Limited Exec Assign - by conv Limited Exec Assign - Indefinite - by conv Limited Exec Assign - Reempl - by conv
540	Conv to Reins - Career	540	Conv to Reins - Career
541	Conv to Reins - Career-Cond	541	Conv to Reins - Career-Cond
542	Conv to SES Career Appt	542	SES Career Appt - by conv
543	Conv to Reins - SES Career	543 544	Reins - SES Career by conv Reins - SES Career by conv
546	Conv to SES Noncareer Appt	546	SES Noncareer Appt - by conv
548	Conv to SES Ltd Term Appt NTE (date)	548	SES Ltd Term Appt NTE (date) - by conv
549	Conv to SES Ltd Emergency Appt NTE (date)	549	SES Ltd Emergency Appt NTE (date) - by conv
550	Conv to CZ Career-Cond Appt	553 561	Conv to Canal Zone Career-Cond Appt Conv to Reempl

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
551	Conv to CZ Career Appt	550	Conv to Canal Zone Career Appt
		561	Conv to Reempl
552	Conv to CZ Temp Appt - PER	552	Conv to Canal Zone Temp Appt - PER
		561	Conv to Reempl
553	Conv to CZ Appt NTE (date)	651	Conv to Canal Zone Temp Appt NTE (date)
554	Conv to CZ Term Appt NTE (date)	561	Conv to Reempl
		651	Conv to Canal Zone Term Appt NTE (date)
555	Conv to CZ Reappt	550	Conv to Canal Zone Reappt - Career
		553	Conv to Canal Zone Reappt - Career-Cond
556	Conv to CZ Appt - Status Quo	891	CZ Retention in Status Quo
570	Conv to Exc Appt	550	Conv to Exc Appt
		552	Conv to Exc Appt-Indefinite
		553	Conv to Exc Appt-Conditional
		561	Conv to Reemployment
		576	Conv to Veterans Readj Appt
		577	Conv to Exc Appt
		579	Conv to Exc Appt - PMIP
570	Conv to Exc Appt	724	State Dept Use
		725	"
		726	"
		727	"
		728	"
		729	"
570	Conv to Exc Appt	521	State Dept Conversions
571	Conv to Exc Appt NTE (date)	525	"
		555	"
		556	"
		557	"
		558	"
		559	"

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
571	Conv to Exc Appt NTE (date)	578	Conv to Exc Appt NTE (date)
		651	Conv to Exc Appt NTE (date) (unless to Summer Appt)
580	Conv to Reg Rural Carrier	580 thru 589	Postal Service
702	Promotion	701	Promotion
		701	Career Exec Assign - by prom
		702	Promotion
		702	Promotion - Permanent
		702	Career Exec Assign - by prom
		702	Noncareer Exec Assign - by prom
703	Promotion NTE (date)	702	Promotion - Term
		702	Promotion - Temp
		702	Promotion - Indefinite
713	Chg to Lower Grade	710	Chg to Lower Grade
		711	Chg to Lower Grade
		712	Chg to Lower Grade - RIF
		712	Career Exec Assign - RIF
		713	Chg to Lower Grade
		713	Career Exec Assign
		713	Noncareer Exec Assign
		714	Chg to Lower Grade
		715	Chg to Lower Grade
		715	Career Exec Assign
		715	Noncareer Exec Assign
716	Chg to Part-time Fixed	717	Chg to Part-time Fixed Schedule
721	Reassignment	720	Reassignment - RIF
		720	Career Exec Assign - by reassign - RIF
		721	Reassignment - Permanent
		721	Reassignment
		721	Career Exec Assign - by reassign
		721	Noncareer Exec Assign - by reassign
		722	Reassignment

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
730	Detail NTE (date)	730	Detail NTE (date)
731	Ext of Detail NTE (date)	731	Ext of Detail NTE (date)
732	Termination of Detail	732	Termination of Detail
735	Grade Restoration	735	Grade Restoration
736	Grade Retention	736	Grade Retention - Decl Transfer
		737	Grade Retention - Reclassification
		738	Grade Retention - RIF
740	Position Change	740	Psn Chg
		741	Psn Chg - Reclassification
		742	Psn Chg - RIF
		744	Psn Chg to Lower Grade
		744	Psn Chg to Lower Grade - Permanent
		745	Psn Chg to Intervening Grade
		745	Psn Chg to Intervening Grade - Permanent
		746	Psn Chg to Same Grade
		746	Psn Chg to Same Grade - Permanent
		747	Position Chg to Retained Grade
		747	Psn Chg to Retained Grade - Permanent
741	Position Change NTE (date)	744	Psn Change to Lower Grade - Temp
		745	Psn Chg to Intervening Grade - Temp
		746	Psn Chg to Same Grade - Temp
		747	Psn Chg to Retained Grade - Temp

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
750	Continuance NTE (date)	870	Continuance
760	Ext of Appt NTE (date)	760	Ext of Temp Appt NTE (date)
		760	Ext of O/S Ltd Appt NTE (date)
		760	Ext of O/S Ltd Term Appt NTE (date)
		761	Ext of Exc Appt NTE (date)
		761	Ext of Canal Zone Temp Appt NTE (date)
761	Ext of Summer Appt NTE (date)		None
762	Ext of SES Appt NTE (date)	762	Ext of SES Ltd Term Appt NTE (date)
		762	Ext of SES Ltd Emergency Appt NTE (date)
		763	Ext of SES Appt NTE (date)
765	Ext of Term Appt NTE (date)	760	Ext of Term Appt NTE (date)
769	Ext of Promotion NTE (date)	769	Ext of Temp Promotion
770	Ext of Psn Chg NTE (date)	768	Ext of Psn Chg NTE (date)
772	Ext of Furlough NTE (date)		None
773	Ext of LWOP NTE (date)	466	Ext of LWOP NTE
773	Ext of LWOP NTE (date)		None

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
780	Name Chg from (previous name)	780	Name Chg from (previous name)
781	Chg in Work Schedule	894	Pay Adj - to part time
		894	Pay Adj - to full time
		894	Pay Adj - to intermittent
782	Chg in Hours		None
790	Realignment	790	Mass Chg
792	Chg in Duty Station	792	Chg in Duty Station
800	Chg in Data Element	012	Change in Minority Group Designator
		013	Change in Reportable Handicap
		794	Chg in Agency Code
		820	Chg in Occupation Code
		821	Chg in Retirement Code
		879	Chg in Supervisory-Management Indicator
		885	Chg in FC/SE
		886	Chg in PRD
866	Term of Grade Retention	862	Exp of Gr Retention
		863	Term of Gr Retention - Decl Offer
		864	Term of Gr Retention - Decl Benefits
880	Chg in Tenure Group	880	Chg in Tenure Group
		550	Conv to Canal Zone Career Tenure
		602	Conv to Career Tenure
881	FEGLI Chg	881	FEGLI Chg
882	Chg in SCD	882	Chg in SCD

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
883	Chg in Vet Pref	883	Chg in Vet Pref
888	Denial of Within Grade Inc	888	Denial of Within Grade Inc
890	Merit Pay Cash Award	807	Merit Pay Cash Award
891	Merit Inc	806	Merit Inc
892	Quality Inc	892	Quality Inc
893	Within Grade Inc	893	Within Grade Inc
894	Pay Adj	805 865 894 896 897 898 890	Chg to Merit Pay System Term of Pay Retention Pay Adj Adm Pay Inc Adm Pay Dec Pay System Chg Chg in SES Pay Level
899	Step Adj	899	Step - Rate Chg
Obsolete PACs for which there are no NOACs:			
		721	Reassignment - Temp
		721	Reassignment - Indefinite
		770	Ext of Reassignment - Temp
		771	Chg to U.S. Citizenship (CZMS only)
		875	Chg in Desig of Psn Occupied
		880	Completion of SES Probation
		887	Chg in SPID

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292-1 / 292-12

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FPM Letter 292-12

Federal Personnel Manual System

FPM Letter 292 -12

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Supplement 292-1
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SUBJECT: Personnel Data Standards

U. S. GOVT. PUBS.
DEPOSITORY 376

Washington, D. C. 20415
September 1, 1981

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

PURPOSE

The purpose of this FPM Letter is to transmit changes to the Central Personnel Data File (CPDF) System data elements and representation sets.

BACKGROUND

FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the U.S. Office of Personnel Management (OPM) Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for CPDF are contained in FPM Supplement 298-1, Central Personnel Data File (CPDF). FPM Supplements 296-31 (Processing Personnel Actions) and 296-33 (The Guide to Processing Personnel Actions) provide detailed instructions on filling out the forms which serve as the original source documents for CPDF.

EFFECTIVE DATE

All code set changes contained in the attachment to this Letter are effective immediately.

Donald J. Devine
Director

Attachment

Inquiries: Agency Relations Group, Work Force Information Division, Data Standards Section, Area Code 202, Phone 632-6738

Code: 292, Personnel Data Standards

Distribution: FPM Supplement 292-1

★ U.S. GOVERNMENT PRINTING OFFICE: 1981 - 353-493

OPM FORM 652 1/79

PM1.14/3:

OCCUPATIONAL SERIES
(page III-47, CPDF-OCC-031)

Additions:

Name	Data Representations Definition/Explanation	Code
Equal employment opportunity		00260
Equal opportunity compliance		00360
Equal opportunity assistance		00361
Therapeutic radiologic technician		00648
General inspection, investigation and compliance		01801
Compliance inspection and support		01802
Marine machinery mechanic		05334
Production machinery mechanic		05350

Change in titles:

Name	Data Representations Definition/Explanation	Code
Civil rights analysis		00160
Diagnostic radiologic technologist		00647
Worker's compensation claims examining		00991
Language clerical		01046
Property disposal clerical and technical		01107
Aviation safety officer		01825
Railroad safety		02121
Electronics mechanic		02604
Electronic industrial controls mechanic		02606
Electronic digital computer mechanic		02608
Electronic integrated systems mechanic		02610
Industrial equipment mechanic		05352

ORGANIZATION IDENTIFICATION
(page III-96, CPDF-ORG-001)

Addition:

Name	Data Representations Definition/Explanation	Code
Commission on Wartime Relocation and Internment of Civilians		WT00

292-1/Let. 292-13

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292- 13

FPM Letter 292- 13

Published in advance
of incorporation in FPM

Supplement 292-1
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SUBJECT: Remark Codes

Washington, D. C. 20415
September 8, 1981

Heads of Departments and Independent Establishments:

1. Purpose - This letter is being issued in response to agency requests for a consolidated listing of the standard remarks and codes found in FPM Supplement 296-33, "The Guide to Processing Personnel Actions."

2. Background and Use - The provisions of FPM Supplement 296-33 go into effect on January 1, 1982. The new supplement contains standard remarks to be used in documenting personnel actions. Though agencies are free to add other remarks they feel are needed, the remarks listed in the supplement are those which are required, as a minimum, on each action. Agencies may not alter the wording of these required remarks without the prior approval of the Office of Personnel Management (OPM). To simplify reference to them, each remark is identified by a three-digit code. The remark codes are not required on the SF 50 nor are they to be reported to OPM. The use of these codes may assist in the design or modification of agency personnel information systems used to generate the SF 50. Even though no OPM reporting requirement exists for remark codes, agencies may wish to use these codes to meet internal needs. In particular, it should be noted that a block of codes has been reserved for agencies' internal use in developing agency unique remark entries.

3. Maintenance - To insure effective maintenance of the listing (e.g., consultation with interested parties about proposed changes), it would be useful if users informed OPM of their use of the remark codes, both in internal systems and for data interchange. Notifications may be addressed to the Chief, Data Standards Section, Agency Compliance and Evaluation, U.S. Office of Personnel Management, 1900 E Street NW, Washington, D.C. 20415.

Donald J. Devine
Director

Attachment

Inquiries: Agency Relations (ACE), Work Force Information Division, Data Standards Section, FTS or (202) 254-6789

Code: 292, Personnel Data Standards

Distribution: FPM Supplement 292-1

PM 1.14/3:

Federal Personnel Manual System

FPM Letter [illegible]

[illegible]

Director

[illegible]

APPOINTMENT LIMITATIONS

REMARK CODE	REMARK
A03	EMPLOYMENT IS NTE TWO YEARS. UPON SATISFACTORY COMPLETION OF PROGRAM, YOU WILL BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL APPOINTMENT. IF PERFORMANCE IS NOT SATISFACTORY OR YOU FAIL TO SATISFACTORILY COMPLETE PROGRAM, EMPLOYMENT WILL BE TERMINATED.
A04	EMPLOYMENT IS NTE TWO YEARS. UPON SATISFACTORY COMPLETION OF INTERNSHIP, YOU WILL BE NONCOMPETITIVELY CONVERTED TO CAREER OR CAREER-CONDITIONAL APPOINTMENT. IF YOUR PERFORMANCE IS NOT SATISFACTORY OR IF YOU FAIL TO SATISFACTORILY COMPLETE INTERNSHIP, EMPLOYMENT WILL BE TERMINATED.
A05	EMPLOYMENT IS NTE 120 DAYS FOLLOWING COMPLETION OF REQUIREMENTS FOR GRADUATION FROM THE DEGREE PROGRAM WHICH QUALIFIES YOU FOR THIS APPOINTMENT. UPON SATISFACTORY COMPLETION OF THE PROGRAM YOU MAY, AT THE EMPLOYING AGENCY'S OPTION, BE NONCOMPETITIVELY CONVERTED TO CAREER OR CAREER-CONDITIONAL APPOINTMENT. IF YOUR PERFORMANCE IS NOT SATISFACTORY OR IF YOU FAIL TO SATISFACTORILY COMPLETE THE PROGRAM, EMPLOYMENT WILL BE TERMINATED.
A06	MAY WORK FULL TIME ANY PERIOD SCHOOL IS CLOSED; OTHERWISE, EMPLOYMENT MAY NOT EXCEED 20 HOURS IN ANY CALENDAR WEEK.
A07	TOTAL EMPLOYMENT UNDER THIS APPOINTMENT MUST NOT EXCEED (NUMBER) HOURS.
A08	TOTAL EMPLOYMENT UNDER THIS AND PREVIOUS APPOINTMENT MUST NOT EXCEED (NUMBER) HOURS.

REMARK CODE	REMARK
A11	EMPLOYMENT UNDER THIS APPOINTMENT MUST NOT EXCEED (NUMBER) WORKING DAYS A YEAR.
A12	EMPLOYMENT UNDER THIS AND PREVIOUS APPOINTMENT MUST NOT EXCEED (NUMBER) WORKING DAYS A YEAR.
A15	TOTAL COMPENSATION DURING SERVICE YEAR MAY NOT EXCEED 40% OF SALARY FOR GS-3/1; SALARY INCREASE RESULTING FROM A WITHIN GRADE INCREASE WILL NOT COUNT AGAINST THIS LIMITATION.
A17	IN ACCORDANCE WITH 5 U.S.C. 3323(B), YOU MAY BE SEPARATED AT THE WILL OF THE APPOINTING OFFICER.
A22	THIS APPOINTMENT CANNOT BE RENEWED. UPON ADMISSION TO THE BAR, YOU WILL BE ELIGIBLE FOR APPOINTMENT AS ATTORNEY IN ACCORDANCE WITH (AGENCY) APPOINTMENT PROCEDURES.
	BENEFITS AND LEAVE
B01	CANCELLED HEALTH BENEFITS.
B02	ELECTED NOT TO ENROLL FOR HEALTH BENEFITS.
B03	INELIGIBLE FOR HEALTH BENEFITS.
B04	INELIGIBLE FOR LEAVE.
B05	EMPLOYEE BECAME SUBJECT TO 7 1/2% CSR DEDUCTION EFFECTIVE (DATE).

REMARK CODE	REMARK
B06	EMPLOYEE SUBJECT TO 7 1/2% CSR DEDUCTION DURING THE PERIOD (DATE) THROUGH (DATE).
B31	CHANGES SCD FROM (DATE) TO REFLECT (NUMBER) DAYS WORKED UNDER INTERMITTENT APPOINTMENT(S).
B32	CHANGES SCD FROM (DATE) TO REFLECT EXCESS TIME IN NONPAY STATUS DURING CALENDAR YEAR (YEAR).
B33	CHANGES SCD FROM (DATE) TO REFLECT SERVICE WHICH HAS BEEN RULED CREDITABLE.
B34	CHANGES SCD FROM (DATE) TO REFLECT PREVIOUSLY UNCLAIMED SERVICE.
B35	CHANGES SCD FROM (DATE) BECAUSE (STATE REASON).
B36	CHANGES SCD FROM (DATE) UPON EMPLOYEE'S RECEIPT OF DISCHARGE FROM UNIFORMED SERVICE.
B38	(ENTER: FEGLI AND/OR HEALTH BENEFITS) COVERAGE CONTINUES FOR UP TO 365 DAYS IN NONPAY STATUS.

CORRECTIONS AND CANCELLATIONS

REMARK CODE	REMARK
C02	EMPLOYEE FOUND TO BE INELIGIBLE FOR (TYPE) RETIREMENT.
C03	RETROACTIVE RESTORATION BASED ON ( ).

REMARK CODE	REMARK
C04	RETROACTIVE CHANGE TO INTERMEDIATE GRADE BASED ON ( ).
C06	RETROACTIVE CHANGE TO FORMER GRADE BASED ON ( ).
C07	RETROACTIVE CHANGE TO LOWER GRADE BASED ON ( ).
C09	ALSO CORRECTS PERSONNEL ACTION, (NOAC) (NOA), EFFECTIVE (DATE), ITEM (NUMBER) TO ADD ( ).
C10	CORRECTS DATE OF SEPARATION FROM (DATE) TO AVOID A BREAK IN SERVICE WHEN EMPLOYEE WAS APPOINTED BY (AGENCY).
C11	CORRECTS ITEM (NUMBER) FROM ( ).
C12	ALSO CORRECTS THE SAME ITEM ON ALL PREVIOUS PERSONNEL ACTIONS (DATE) TO (DATE).
C13	ALSO CORRECTS PERSONNEL ACTIONS, (NOAC) (NOA), EFFECTIVE DATE, ITEM (NO.) FROM ( ).
C14	(EXPLAIN WHY THE ACTION IS CANCELLED.)
C15	THIS NOTIFICATION OF PERSONNEL ACTION REPLACES A PREVIOUSLY EXECUTED ONE.
C16	THIS NOTIFICATION OF PERSONNEL ACTION PREPARED BY (NAME OF EMPLOYING OFFICE).

REMARK CODE	REMARK
C17	COMPLETES ITEM (NUMBER) WHICH WAS OMITTED.
C18	CORRECTS ITEM (NUMBER) TO READ:
C27	ENTITLED TO BACK PAY UNDER 5 U.S.C. 5596
C28	ACTIVE DUTY BEGINS (DATE).
C30	NOAC/NOA SHOWN ON ORIGINAL ACTION ARE NO LONGER IN USE. THEY WERE REQUIRED UNDER FPM SUPP. 296-31 WHICH HAS BEEN REPLACED BY FPM 296-33.
	EMPLOYMENT CONDITIONS
E03	TRIAL PERIOD COMPLETED.
E04	INITIAL PROBATIONARY PERIOD COMPLETED.
E05	DATE FOR COMPLETION OF INITIAL PROBATIONARY (OR TRIAL) PERIOD HAS BEEN ADJUSTED TO REFLECT EXCESS TIME IN NONPAY STATUS. NEW COMPLETION DATE IS (DATE).
E16	YOUR VETERAN PREFERENCE IS NOT APPLICABLE FOR REDUCTION-IN-FORCE PURPOSES.
E18	APPOINTMENT IS SUBJECT TO COMPLETION OF ONE YEAR INITIAL PROBATIONARY PERIOD BEGINNING (DATE).
E19	APPOINTMENT IS SUBJECT TO COMPLETION OF ONE YEAR TRIAL PERIOD BEGINNING (DATE).

REMARK CODE	REMARK
E20	ESTIMATED NUMBER OF DAYS TO BE WORKED IS (NUMBER); WORK PERIOD EXPECTED TO BEGIN (DATE).
E21	YOU ARE SUBJECT TO REGULATIONS GOVERNING CONDUCT AND RESPONSIBILITIES OF SPECIAL GOVERNMENT EMPLOYEES.
E23	VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.
E24	PROBATIONARY PERIOD FOR SES POSITION IS NOT REQUIRED.
E25	SUBJECT TO SATISFACTORY COMPLETION OF ONE YEAR SES PROBATIONARY PERIOD BEGINNING (DATE).
E26	SES PROBATIONARY PERIOD COMPLETED.
E36	QUALIFIED FOR THIS POSITION ONLY UNDER OPM-APPROVED TRAINING AGREEMENT. NOT ELIGIBLE FOR OTHER POSITIONS IN THIS SERIES UNTIL SATISFACTORILY COMPLETES PRESCRIBED TRAINING.
E37	SATISFACTORILY COMPLETED PRESCRIBED TRAINING UNDER OPM-APPROVED TRAINING AGREEMENT. MEETS BASIC QUALIFICATIONS FOR OTHER POSITIONS IN THIS SERIES.
E39	EMPLOYEE IS ASSIGNED TO A WORKER-TRAINEE DEVELOPMENTAL POSITION.
E44	PROBATIONARY PERIOD FOR SUPERVISORY (OR MANAGERIAL) POSITION NOT REQUIRED.

REMARK CODE	REMARK
E45	PROBATIONARY PERIOD FOR SUPERVISORY (OR MANGERIAL) POSITION COMPLETED.
E46	SUBJECT TO COMPLETION OF (ENTER PERIOD) PROBATIONARY PERIOD FOR ASSIGNMENT TO SUPERVISORY (OR MANAGERIAL) POSITION BEGINNING (DATE).
E51	EMPLOYEE HAS GUARANTEED PLACEMENT RIGHTS DURING PROBATION.
E54	EMPLOYEE ELECTS TO CONTINUE APPROPRIATE SES PROVISIONS UNDER 5 U.S.C. 3392(C).
	SERVICE CREDIT
G11	EMPLOYEE PAID UNDER 5 U.S.C. 81 FROM (DATE) THROUGH (DATE). THE ENTIRE PERIOD SHALL BE CREDITED FOR ALL RIGHTS AND BENEFITS BASED ON LENGTH OF SERVICE.
G29	INTERMITTENT EMPLOYMENT TOTALED (NUMBER) DAYS IN WORK STATUS FROM (DATE) TO (DATE).
G30	INTERMITTENT EMPLOYMENT TOTALED (NUMBER) DAYS IN PAY STATUS FROM (DATE) TO (DATE).
G31	NONPAY TIME NOT PREVIOUSLY RECORDED IN CALENDAR YEAR (YEAR) TOTALED (NUMBER) HOURS.
G33	SERVICE CREDIT FOR RETIREMENT, REDUCTION-IN-FORCE, AND LEAVE ACCRUAL PURPOSES CONTINUES FOR UP TO A MAXIMUM OF SIX MONTHS IN NONPAY STATUS PER CALENDAR YEAR.

REMARK CODE	REMARK
	POSITION CHANGE ACTIONS
K12	SELECTED FROM (CITE THE NUMBER OF THE AGENCY'S MERIT PROMOTION CERTIFICATE OR LIST OF ELIGIBLES), DATED (DATE).
K13	REMOVES TEMPORARY LIMITATION PLACED ON THE LAST ACTION.
K16	FROM PROMOTION NTE (DATE).
K17	REPROMOTED TO A HIGHER GRADE OR POSITION FROM WHICH DOWNGRADED WITHOUT PERSONAL CAUSE AND NOT AT EMPLOYEE'S REQUEST.
K18	POSITION HAS NO KNOWN PROMOTION POTENTIAL.
K19	SUCCESSOR POSITION--EMPLOYEE RETAINED IN COMPETITIVE SERVICE.
K23	RESULT OF CHANGE IN CLASSIFICATION STANDARDS.
K24	RESULT OF CHANGE IN CLASSIFICATION SERIES DEFINITION.
K26	RESULT OF ADDITIONAL DUTIES AND RESPONSIBILITIES.
K27	RESULT OF POSITION REVIEW.
K38	PROMOTED (OR REASSIGNED) FROM (FORMER POSITION AND GRADE), EFFECTIVE (DATE).

REMARK CODE	REMARK
K39	FROM DETAIL NTE (DATE).
K40	FROM REASSIGNMENT NTE (DATE).
K41	FROM CHANGE TO LOWER GRADE NTE (DATE).
K43	RESULT OF FAILURE TO SATISFACTORILY COMPLETE PROBATIONARY PERIOD FOR SUPERVISORY (OR MANAGERIAL) POSITION.
K45	DETAILED TO UNCLASSIFIED POSITION.
K46	DETAIL TO (ENTER NAME OF STATE OR LOCAL GOVERNMENT OR EDUCATIONAL INSTITUTION) UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (IPA).
K47	DETAILED TO (ENTER NAME OF INTERNATIONAL ORGANIZATION).
K50	FROM POSITION CHANGE NTE (DATE).
MISCELLANEOUS	
M01	APPOINTMENT AFFIDAVIT EXECUTED (DATE).
M02	YOU HAVE REEMPLOYMENT RIGHTS FOR TWO YEARS IN (FORMER AGENCY) GRANTED UNDER REG. 352.204 AND OPM LETTER OF (DATE).

REMARK CODE	REMARK
M04	UNDER P.L. 96.8, IS ENTITLED TO CONTINUE UNDER CIVIL SERVICE (OR FOREIGN SERVICE) RETIREMENT, FEGLI AND HEALTH BENEFITS. HAS RE-EMPLOYMENT RIGHTS IN (AGENCY FROM WHICH SEPARATED) OR SUCCESSOR AGENCY UPON SEPARATION FROM THE INSTITUTE SUBJECT TO SUCH TIME PERIOD AND OTHER CONDITIONS AS THE PRESIDENT MAY PRESCRIBE.
M10	OPF MAINTAINED BY (NAME AND ADDRESS OF OFFICE MAINTAINING OPF).
M20	ACTION AT EMPLOYEE'S REQUEST
M22	(STATE REASON FOR CHANGE IN EMPLOYEE'S OCCUPATION CODE).
M23	CONTINUES PROMOTION NTE (DATE)
M24	CONTINUES POSITION CHANGE NTE (DATE)
M26	EMPLOYEE WAS ADVISED OF OPPORTUNITY TO FILE GRIEVANCE AND ELECTED TO DO SO.
M27	EMPLOYEE WAS ADVISED OF OPPORTUNITY TO FILE GRIEVANCE AND ELECTED NOT TO SO.
M32	TOUR OF DUTY WILL BE (DAYS AND HOURS OF WORK).
M33	ON NONPAY STATUS IN (AGENCY).

REMARK CODE	REMARK
M34	ON PART-TIME (OR INTERMITTENT) APPOINTMENT IN (AGENCY).
M42	APPROVED BY (OPM OFFICE OR AGENCY OFFICIAL) ON (DATE).
M52	EMPLOYEE DECLINED CONVERSION TO THE SENIOR EXECUTIVE SERVICE AND CONTINUES UNDER (ENTER: TYPE OF APPOINTMENT) WITH ALL ASSOCIATED RIGHTS AND BENEFITS.
M53	EMPLOYEE TO SUFFER NO LOSS OF, OR REDUCTION IN, PAY, LEAVE, CREDIT FOR TIME OR SERVICE, OR PERFORMANCE OR EFFICIENCY RATING.
M58	NO SES REINSTATEMENT RIGHTS.
M60	INFORMATION ON POSSIBLE 5 U.S.C. 83, SUBCHAPTER II, CASE MAY BE OBTAINED FROM (ENTER NAME AND ADDRESS).
M61	POSSIBLE 5 U.S.C., 83, SUBCHAPTER II, CASE.
M62	YOU HAVE REEMPLOYMENT RIGHTS IN (AGENCY) UNDER 5 U.S.C. 3582 PROVIDED SEPARATION IS NO LATER THAN (ENTER PERIOD) AFTER THE DATE OF ENTRY ON DUTY IN (NAME OF INTERNATIONAL ORGANIZATION) AND YOU APPLY TO THIS AGENCY WITHIN 90 DAYS FROM DATE OF YOUR SEPARATION.
M63	TO BE PLACED ON (AGENCY) REEMPLOYMENT PRIORITY LIST UNTIL (DATE).

REMARK CODE	REMARK
M64	YOU HAVE EMPLOYMENT RIGHTS IN (AGENCY) FOR (HOW LONG) UNDER (AUTHORITY).
M67	FORWARDING ADDRESS:
M72	REASON FOR FURLOUGH: (STATE REASON.)
M74	CHANGES DATA ELEMENT(S) IN BLOCK(S) (LIST SF 50 BLOCK NUMBER(S)).
PAY IN ADDITION TO OR OUTSIDE OF SALARY	
N10	TO (OR EXPECTED TO) BE PAID UNDER 5 U.S.C. 81.
N20	SEVERANCE PAY TO BE RESUMED BY (AGENCY RESPONSIBLE FOR THE SEVERANCE PAY FUND).
N21	SEVERANCE PAY TO BE RECOMPUTED BY (AGENCY RESPONSIBLE FOR THE SEVERANCE PAY FUND).
N22	ENTITLED TO ($) SEVERANCE PAY FUND TO BE PAID AT THE RATE OF ($) PER WEEK OVER (NUMBER) WEEKS BEGINNING (DATE).
N23	NOT ENTITLED TO SEVERANCE PAY.
N24	SEVERANCE PAY SUSPENDED BY (AGENCY PAYING THE SEVERANCE PAY) UNTIL TERMINATION OF THIS APPOINTMENT.

REMARK CODE	REMARK
N25	SEVERANCE PAY DISCONTINUED. EMPLOYEE HAS RECEIVED (TOTAL NUMBER) WEEKS OF SEVERANCE PAY.
N26	LUMP-SUM PAYMENT TO COVER (NUMBER) HOURS ENDING (DATE AND HOUR.)
N27	LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE.
N59	OPF RETAINED BY (NAME AND ADDRESS OF OFFICE).
	PAY RATE
P01	PREVOUSLY EMPLOYED AT (PAY PLAN, GRADE, RATE).
P02	PAY RATE FIXED TO INCLUDE RATE INCREASE DUE ON SAME DATE.
P03	PAY RATE IS SUBJECT TO UPWARD RETROACTIVE ADJUSTMENT UPON VERIFICATION OF PRIOR SERVICE.
P04	SUPERIOR QUALIFICATIONS APPOINTMENT MADE UNDER REG 531.203(B).
P05	SPECIAL RATE UNDER 5 U.S.C. 5303.
P06	PAY RATE INCLUDES WITHIN GRADE INCREASES OR OTHER RATE CHANGES TO WHICH EMPLOYEE WOULD HAVE BEEN ENTITLED HAD HE OR SHE REMAINED CONTINUOUSLY IN FEDERAL SERVICE.

REMARK CODE	REMARK
P07	PAY RATE AUTHORIZED UNDER REG 531.305--SUPERVISES WAGE SYSTEM EMPLOYEES PAID (RATE) PER ANNUM.
P08	ANNUAL SALARY TO BE REDUCED BY THE AMOUNT OF YOUR RETIREMENT ANNUITY AND BY FUTURE COST OF LIVING INCREASES.
P09	PAY OR STEP ADJUSTED (DATE) BY (AUTHORITY).
P10	ANNUITY AT PRESENT IS $_______.
P11	SALARY WOULD BE $(AMOUNT) IF NOT LIMITED BY 5 U.S.C. 5308 (OR OTHER STATUTORY AUTHORITY).
P12	ELIGIBILITY DATE FOR WITHIN-GRADE INCREASE ADJUSTED TO REFLECT EXCESS TIME IN NONPAY STATUS. NEW DATE IS (DATE).
P13	EFFECTIVE DATE ADJUSTED DUE TO EXCESS TIME IN NONPAY STATUS.
P15	WITHIN-GRADE INCREASE TO STEP (NUMBER) DENIED BECAUSE YOUR WORK IS NOT AT AN ACCEPTABLE LEVEL OF COMPETENCE. YOU REMAIN AT GS (NUMBER), STEP (NUMBER).
P16	MET ALL REQUIREMENTS FOR WGI TO (GRADE AND STEP) (DATE); DUE ON (DATE).
P17	ENTITLED TO RETAINED PAY UNTIL (DATE); OTHERWISE, PAY WOULD BE (PAY PLAN, GRADE AND STEP).

REMARK CODE	REMARK
P18	RETAINED RATE PERIOD EXPIRES (DATE). EFFECTIVE (DATE) PAY WILL BE (AMOUNT).
P21	SALARY INCLUDES A MERIT INCREASE OF $________.
P22	SALARY INCLUDES ZERO MERIT INCREASE.
P23	SALARY INCLUDES A _____% PAY COMPARABILITY INCREASE.
P24	SALARY INCLUDES A _____% PAY COMPARABILITY INCREASE AND AN ADDITIONAL ADJUSTMENT OF $_____ TO BRING SALARY UP TO THE MINIMUM RATE FOR THE GRADE.
P25	SALARY REFLECTS A MERIT INCREASE OF $______ WHICH INCLUDES $______ SUPPLEMENTAL INCREASE GRANTED TO INSURE THE NEW RATE RANGE MINIMUM.
P26	PAYABLE SALARY LIMITED TO $_____ BY 5 U.S.C. 5308 (OR OTHER STATUTORY AUTHORITY).
P48	SALARY MAY NOT BE REDUCED BELOW SALARY EARNED IMMEDIATELY PRIOR TO SES CONVERSION WITH ANY FUTURE INVOLUNTARY ACTION WHILE CONTINOUSLY EMPLOYED.

EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT

R01	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS RELATED TO WORKING CONDITIONS).

REMARK CODE	REMARK
R02	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF INADEQUATE EQUIPMENT OR FACILITIES).
R03	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE WORKING CONDITIONS ARE TOO DANGEROUS OR HAZARDOUS).
R04	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE PHYSICAL CONDITIONS AT WORKSITE ARE TOO HOT, TOO COLD OR TOO DIRTY).
R05	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS FOR REASONS RELATED TO BENEFITS AND PAY AND NOT DESCRIBED IN REMARKS R06, R07 OR R08).
R06	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN BENEFITS SUCH AS LEAVE, HEALTH INSURANCE AND/OR LIFE INSURANCE ARE NOT ADEQUATE).
R07	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE COST OF LIVING IN AREA WHERE EMPLOYEE WORKS IS TOO HIGH).
R08	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE SALARY IS TOO LOW FOR WORK DONE OR CAN GET HIGHER SALARY OUTSIDE FEDERAL GOVERNMENT FOR SIMILAR WORK).

REMARK CODE	REMARK
R09	RESIGNED BECAUSE (STATE SPECIFIC FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF DIFFICULTY IN SECURING TRANSPORTATION TO AND FROM WORK LOCATION).
R10	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE IT TOOK TOO LONG TO COMMUTE TO AND FROM WORK LOCATION).
R11	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF INSUFFICIENT PROMOTION OR ADVANCEMENT OPPORTUNITY).
R12	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE EMPLOYEE WANTS TO CHANGE OCCUPATION OR CAREER FIELD).
R13	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE EMPLOYEE HAS ACCEPTED A JOB IN PRIVATE INDUSTRY).
R14	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE EMPLOYEE PLANS TO FURTHER HIS/HER EDUCATION).
R15	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS TO ACCOMPANY SPOUSE TO NEW LOCATION).
R16	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF CHILD CARE PROBLEMS).

REMARK CODE	REMARK
R17	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF FAMILY RESPONSIBILITIES NOT DESCRIBED IN REMARKS R15 OR R16).
R18	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF EMPLOYEE'S HEALTH).
R19	RESIGNED BECAUSE (STATE SPECIFIC, FACTUAL REASONS WHEN RESIGNATION IS BECAUSE OF OTHER PERSONAL REASONS NOT DESCRIBED IN REMARKS A11 THROUGH A18).
R21	REASON FOR RETIREMENT: (STATE REASON.)
R52	REASON(S) FOR DECLINATION OF ASSIGNMENT: (ENTER REASON(S).)
R53	REASON(S) FOR DECLINATION OF RELOCATION: (ENTER REASON(S).)
R55	REFUSED JOB OFFER BECAUSE (REASONS GIVEN BY EMPLOYEE).

AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION

S20	(STATE THE CONDITIONS UNDER WHICH THE EMPLOYEE ABANDONED HIS/HER POSITION.)

REMARK CODE	REMARK
S23	AGENCY FINDING: NO OTHER INFORMATION AVAILABLE.
S24	AGENCY FINDING: (STATE THE SPECIFIC, FACTUAL REASON KNOWN TO THE AGENCY AS TO WHY THE EMPLOYEE RESIGNED.)
S25	AGENCY FINDING: (STATE THE SPECIFIC, FACTUAL REASON KNOWN TO THE AGENCY AS TO WHY THE EMPLOYEE RETIRED.)
S28	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO REMOVE FOR (REASONS).
S29	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO DEMOTE FOR (REASONS).
S30	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO SUSPEND FOR (REASONS).
S31	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO REMOVE FOR (REASONS).
S32	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO DEMOTE FOR (REASONS).
S33	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO SUSPEND FOR (REASONS).

REMARK CODE	REMARK
S34	AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO REMOVE FOR (REASONS).
S35	AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO DEMOTE FOR (REASONS).
S36	AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO SUSPEND FOR (REASONS).
S37	AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO REMOVE FOR (REASONS).
S38	AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO DEMOTE FOR (REASONS).
S39	AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO SUSPEND FOR (REASONS).
S40	AGENCY FINDING: SEPARATED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO SUSPEND FOR (REASONS).
S41	AGENCY FINDING: SEPARATED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO DEMOTE FOR (REASONS).
S42	AGENCY FINDING: SEPARATED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF PROPOSAL TO REMOVE FOR (REASONS).

REMARK CODE	REMARK
S43	AGENCY FINDING: SEPARATED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO SUSPEND FOR (REASONS).
S44	AGENCY FINDING: SEPARATED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO DEMOTE FOR (REASONS).
S45	AGENCY FINDING: SEPARATED AFTER RECEIVING WRITTEN NOTICE ON (DATE) OF DECISION TO REMOVE FOR (REASONS).
S46	REMOVAL BY ORDER OF OPM DATED (DATE) FOR VIOLATION OF CS (ENTER PROPER RULE OR REGULATION).
S47	REASON(S) FOR REMOVAL: (STATE REASON(S).)
S48	REASON(S) FOR TERMINATION: (STATE REASON(S).)
S49	REASON FOR SUSPENSION: (STATE REASON).
S50	DISPLACEMENT NOTICE DATED: (DATE.)
S51	RIF NOTICE DATED: (DATE.)
S54	OFFERED JOB(S) OF (POSITION TITLE, GRADE, SALARY AND GEOGRAPHICAL LOCATION).
S56	NO REASON GIVEN BY EMPLOYEE FOR REFUSING JOB OFFER.

REMARK CODE	REMARK
S57	REFUSED EXTENSION OF APPOINTMENT.
S58	NO OTHER WORK AVAILABLE.
S65	RESIGNED DURING INITIAL APPOINTMENT PROBATIONARY PERIOD.
S66	RESIGNED DURING TRIAL PERIOD .
S68	EMPLOYEE GAVE NO REASON FOR RESIGNATION.
S69	EMPLOYEE GAVE NO REASON FOR RETIRING.
S70	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE OF PROPOSED SEPARATION DURING INITIAL PROBATIONARY PERIOD.
S71	AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE OF PROPOSED SEPARATION DURING TRIAL PERIOD.
S73	REMOVAL BY ORDER OF MERIT SYSTEMS PROTECTION BOARD DATED (DATE) FOR (REASON).
S74	AGENCY FINDING: RESIGNED AFTER RECEIVING NOTICE OF PROPOSED POSITION CHANGE AS RESULT OF FAILURE TO SATISFACTORILY COMPLETE PROBATIONARY PERIOD FOR SUPERVISORY (OR MANAGERIAL) POSITION.

REMARK CODE	REMARK
S75	AGENCY FINDING: RESIGNED AFTER RECEIVING NOTICE OF DECISION ON POSITION CHANGE AS RESULT OF FAILURE TO SATISFACTORILY COMPLETE PROBATIONARY PERIOD FOR SUPERVISORY (OR MANAGERIAL) POSITION.
S76	AGENCY FINDING: RESIGNED AFTER RECEIVING NOTICE OF PROPOSED CONVERSION FROM THE SENIOR EXECUTIVE SERVICE TO A POSITION IN THE (ENTER: COMPETITIVE OR EXCEPTED) SERVICE.
S77	SUSPENSION TO BE IMPOSED ON (LIST DAYS OF THE WEEK OR SPECIFIC DATES ON WHICH SUSPENSION WILL BE IMPOSED).
	TENURE
T06	DATE FOR CONVERSION TO CAREER TENURE HAS BEEN ADJUSTED TO REFLECT EXCESS TIME IN NONPAY STATUS. NEW CONVERSION DATE IS (DATE).
T07	COMPLETED SERVICE REQUIREMENT FOR CAREER TENURE FROM (DATE) TO (DATE).
T08	SERVICE COUNTING TOWARDS PERMANENT TENURE FROM (DATE) TO (DATE).
T09	SERVICE COUNTING TOWARDS PERMANENT TENURE FROM (DATE).
T10	SERVICE COUNTING TOWARD CAREER TENURE FROM (DATE).
T11	COMPLETED ONE YEAR OF CURRENT CONTINUOUS SERVICE.

REMARK CODE	REMARK
T29	(BRIEFLY STATE REASON FOR CHANGE IN TENURE GROUP).
T55	TENURE AS USED FOR U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.
	RETAINED GRADE AND RETAINED PAY
X35	THE RETAINED PAY PLAN AND GRADE (PAY PLAN AND GRADE) IS EQUIVALENT TO (PAY PLAN AND GRADE), THE POSITION FROM WHICH REDUCED.
X36	GRADE RETENTION ENTITLEMENT TERMINATED. NO FURTHER ENTITLEMENT TO GRADE OR PAY RETENTION.
X37	EMPLOYEE IS ENTITLED TO RETAIN GRADE OF (PAY PLAN AND GRADE) THROUGH (DATE).
X38	ON (DATE) EMPLOYEE WILL BE ENTITLED TO RETAIN GRADE OF (PAY PLAN AND GRADE) THROUGH (DATE) PROVIDED THE PRECEEDING PERIOD OF GRADE RETENTION IS NOT TERMINATED EARLIER.
X39	EMPLOYEE ELECTED TO TERMINATE GRADE RETENTION ENTITLEMENT.
X40	EMPLOYEE IS ENTITLED TO PAY RETENTION.
X41	SALARY IS 150% OF MAXIMUM RATE OF GRADE TO WHICH ASSIGNED.
X42	PAY RETENTION ENTITLEMENT TERMINATED.

REMARK CODE	REMARK
X43	EXPIRATION OF GRADE RETENTION PERIOD AS (PAY PLAN AND GRADE).
X44	RATE IS STEP (NUMBER) OF (PAY PLAN AND GRADE), RETAINED GRADE.
X45	RETAINED GRADE WILL BE USED TO DETERMINE EMPLOYEE'S PAY, RETIREMENT AND INSURANCE BENEFITS, AND PROMOTION AND TRAINING ELIGIBILTIY.
X46	ACTION GIVES EMPLOYEE WITHIN GRADE INCREASE/QUALITY INCREASE TO STEP (NUMBER) OF (PAY PLAN AND GRADE), RETAINED GRADE.
X47	ACTION DENIES WITHIN GRADE INCREASE TO STEP (NUMBER) OF EMPLOYEE'S RETAINED GRADE.
X48	DECLINED OFFER OF (POSITION TITLE. PAY PLAN, SERIES AN GRADE).
X49	CHANGE TO LOWER GRADE IS FOR PERSONAL CAUSE.
X50	FAILED TO COMPLY WITH PRIORITY PLACEMENT PROGRAM REQUIREMENTS.
X51	EMPLOYEE'S STEP IN ITEM 31 REFLECTS WITHIN-GRADE INCREASE(S) WHICH WOULD HAVE BEEN EARNED ON DATE(S)).

REMARK CODE	REMARK
X54	THIS ACTION RETURNS THE EMPLOYEE TO THE GRADE WHICH WILL BE RETAINED UNDER THE RETROACTIVE PROVISIONS OF TITLE VIII OF PUBLIC LAW 95-454 SO THAT ACTION ENTITLING THE EMPLOYEE TO GRADE RETENTION CAN BE PROPERLY DOCUMENTED.
X59	THIS ACTION DOCUMENTS EMPLOYEE'S ENTITLEMENT TO GRADE RETENTION BASED ON THE REDUCTION IN GRADE WHICH OCCURRED ON (DATE).
X61	RETAINED GRADE WILL NOT BE USED FOR PURPOSES OF REDUCTION-IN-FORCE.

RESERVED FOR AGENCIES' INTERNAL USE.

CODES WITH THE FIRST CHARACTER OF Y AND Z.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1981 353-494 414/9062

292-1/let. 292-14

Office of Personnel Management

FPM Letter 292-14

Federal Personnel Manual System

FPM Letter 292-14

Published in advance of incorporation in FPM
Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Data Standards for Merit Pool and Performance Level Identifiers

Washington, D. C. 20415
September 11, 1981

Heads of Departments and Independent Establishments:

1. Purpose - The purpose of this letter is to provide the data standards for Merit Pool Identifier and Performance Level Identifier to be used for submission to the Central Personnel Data File (CPDF).

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2. Background - Procedures for collection and submission of merit pool and performance level data to the Office of Personnel Management (OPM) were announced in FPM Letter 298-16, dated August 13, 1981, Subject: Collection of Merit Pool and Performance Level Identifiers. Agencies should reference that letter for information on submission requirements and procedures, input editing, and correction procedures.

3. Implementation Date - The implementation date for the data standards is October 1, 1981.

Donald J. Devine
Director

Attachment

Inquiries: Agency Relations (ACE), Work Force Information Division, Data Standards Section, (FTS or 202) 254-6789

Code: 292, Personnel Data Standards

Distribution: FPM Supplement 292-1

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PM 1.14/3:

OPM FORM 652 1/79

MERIT PAY POOL

Implementation Date: October 1981
Definition: A group of employees designated by an agency for the purpose of administration, computation, and allocation of Merit Pay funds under 5 CFR Part 540.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group, Merit Pay Division.

Associated Data Element(s)

Title and Definition	Size/Class
Merit Pool Identifier - The merit pay pool to which an employee is assigned by the agency for merit fund computation and allocation purposes under 5 CFR Part 540.	5 A/N

Data Representations

Name	Definition/Explanation	Code
	The data representations for this representation set are assigned by an agency to a merit pay pool. The agency may use any code not in excess of 5 alphabetic, numeric, or alphanumeric characters. The code must be unique within the agency (i.e., such that each merit pay pool is uniquely identified when combined with the agency code as reported to CPDF).	

PERFORMANCE LEVEL

Implementation Date: October 1981
Definition: The expressed level of achievement of an employee's accomplishment of assigned tasks.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group, Merit Pay Division.

Associated Data Element(s)

Title and Definition	Size/Class
Performance Level Identifier - The summary qualitative description of the employee's accomplishments in meeting the level of achievement established by management for the duties and responsibilities of the employee's position.	1 A

Data Representations

Name	Definition/Explanation	Code
	Agencies whose performance evaluations are based on a five level system which results in five summary ratings should use the highest performance level code in each of the five performance categories listed below. For example, using the levels in a typical five level plan, Outstanding, Exceeds Fully Successful, Fully Successful, Minimally Satisfactory, and Unsatisfactory should be converted to the OPM codes A, D, G, K, and N respectively. Agencies that have performance evaluation systems that have either more or less than five levels or which result in more or less than five summary ratings should contact the U.S. Office of Personnel Management, Office of Compensation Program Development, Information Systems Support Section, for instructions on how to convert to the OPM code structure.	
	Outstanding Performance	
Level A		A
Level B		B
Level C		C

Data Representations - Continued

Name	Definition/Explanation	Code
	Exceeds Fully Successful Performance	
Level D		D
Level E		E
Level F		F
	Fully Successful Performance	
Level G		G
Level H		H
Level J		J
	Minimally Satisfactory Performance	
Level K		K
Level L		L
Level M		M
	Unsatisfactory Performance	
Level N		N
	Other	
Not applicable	This code should be entered for GS 13-15 employees who do not have a current performance appraisal and for merit pay (GM) employees whose most recent performance appraisal is not valid for allocation of merit pay funds.	X

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-15

SUBJECT: Update to Personnel Data Standards

FPM Letter 292-15

Published in advance
of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
October 22, 1981

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

This FPM Letter provides the most recent changes to the representation sets OCCUPATIONAL SERIES and ORGANIZATION IDENTIFICATION which are used in reporting to the Central Personnel Data File (CPDF) System. The changes contained in the attachment to this letter are effective immediately.

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Donald J. Devine
Director

Attachment

Inquiries: Agency Relations Group, Work Force Information Division, Data Standards Section, Area Code 202, Phone 632-6738

Code: 292, Personnel Data Standards

Distribution: FPM Supplement 292-1

PM 1. 14/3:

A44 1.14/3:

OCCUPATIONAL SERIES
(page III-47, CPDF-OCC-031)

Addition:

Name	Data Representations Definition/Explanation	Code
Foreign law specialist		00095

ORGANIZATION IDENTIFICATION
(page III-96, CPDF-ORG-001)

Additions:

Name	Data Representations Definition/Explanation	Code
Agricultural Research Service	Department of Agriculture	AG03
Extension Service	Department of Agriculture	AG09
National Agricultural Library	Department of Agriculture	AG12
Economic Research Service	Department of Agriculture	AG18
Statistical Reporting Service	Department of Agriculture	AG20
Cooperative State Research Service	Department of Agriculture	AG22
Packers and Stockyards Administration	Department of Agriculture	AG28
Economics Management Staff	Department of Agriculture	AG35
Marketing and Inspection Management Staff	Department of Agriculture	AG46
Science and Education Management Staff	Department of Agriculture	AG47
Human Nutrition Information Service	Department of Agriculture	AG48
U.S. Army DARCOM U.S. Army Tank Automotive Command	Department of the Army	ARX7
U.S. Army Communications Electronics Command, (CECOM)	Department of the Army	ARX8
National Advisory Commission on Resource Conservation and Recovery		AV00
National Commission on Student Financial Assistance		SY00

Change in titles:

Name	Data Representations - Continued Definition/Explanation	Code
Food Safety and Inspection Service	Department of Agriculture	AG37
World Agricultural Outlook Board	Department of Agriculture	AG38
Office of Budget and Program Analysis	Department of Agriculture	AG42
Bureau of Reclamation	Department of the Interior	IN07
Research and Special Programs Administration	Department of Transportation.	TD11

ORGANIZATION IDENTIFICATION
(page III-96, CPDF-ORG-001)

Deletions:

Name	Data Representations - Continued Definition/Explanation	Code
Management Staff............................	Department of Agriculture....	AG73
NATO/SHAPE Support Group....................	Department of the Army.......	AREM
Office of Preparedness......................	General Services Administration	GS02
Office of Territories.......................	Department of the Interior...	IN11

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Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-16

FPM Letter 292-16

Published in advance of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Update of the Central Personnel Data File (CPDF) Data Standards

Washington, D. C. 20415
January 11, 1982

Heads of Departments and Independent Establishments:

This FPM letter supersedes FPM Letters 292-9, 292-10, 292-11, 292-12, 292-13, 292-14, and 292-15.

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS AND AUTOMATED SYSTEMS MANAGERS

1. This FPM letter provides a consolidated, up-to-date source for new and revised data standards for use with FPM Supplement 296-33, The Guide to Processing Personnel Actions, and in reporting to the Central Personnel Data File (CPDF). The effective date of FPM Supplement 296-33 is January 1, 1982.

2. Attachment 1 to this FPM letter contains up-to-date data standards for these new or revised data elements published in the latter half of 1981:

Agency Code* (p. 77)
Annuitant Indicator (p. 3)
Bargaining Unit Status (p. 4)
Cash Award (p. 1)
Citizenship Status (p. 103)
Education Level (p. 5)
FLSA Exemption Status (p. 7)
Federal Employees' Group Life Insurance (FEGLI) (p. 8)
Functional Classification of Scientists and Engineers (p. 11)
Legal Authority (p. 14)
Merit Pool Identifier (p. 26)
Nature of Action Code (p. 27)
Occupational Code (p. 33)
Pay Plan Code* (p. 90)
Performance Level Identifier (p. 95)
Position Occupied (p. 97)
Race and National Origin Identification (p. 98)
Supervisory or Nonsupervisory Indicator (p. 100)
Tenure Code (p. 101)
Vietnam Era Veteran Indicator (p. 104)
Work Schedule Code (p. 105)

*Update to code set only.

3. The data standards contained in attachment 1 to this letter must be used for reporting to the CPDF beginning with the implementation date indicated in each data standard.

Inquiries: Agency Relations, Data Standards Branch, FTS (or 202) 254-6789

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

☆ U.S. GOVERNMENT PRINTING OFFICE: 1982— 361-393: 1035

OPM FORM 652 1/79

PM 1.14/3:

4. Attachment 2 to this FPM letter contains up-to-date data standards material not required in reporting to the CPDF, but which may be useful in implementing FPM Supplement 296-33. These are:

   1. The standard remarks and codes used in FPM Supplement 296-33 (p. 1).

   2. A conversion chart showing relationships between the Personnel Action Codes (PAC) formerly used in FPM Supplement 296-31 and the Nature of Action Codes (NOAC) required by FPM Supplement 296-33 (p. 21).

Donald J. Devine
Director

Attachments (2)

AMOUNT OF DOLLARS

Implementation Date: October 1980
Definition: The monetary value placed on an item expressed in terms of the amount of dollars or amount of dollars and cents.
Maintenance Agency: U.S. Office of Personnel Management, Workforce Effectiveness and Development Group.

Associated Data Element(s)

Title and Definition		Size/ Class
Cash award	- The monetary award, rounded to the nearest dollar, granted for performance related accomplishments to employees under the Merit Pay System, which does not alter the employee's basic rate of pay. (This does not include awards for suggestions, inventions, special acts, or services.)	5N
Direct costs training	- The estimated total dollar amount, rounded to the nearest dollar, to be expended for each completed instance of training. In the case of training provided by the agency internally, this includes the cost of books, supplies, and materials, directly associated with the instance of training. If training is acquired from external sources, this includes the dollar amounts paid for tuition, laboratory or library fees, books, and other materials or supplies for each completed instance of training.	4N
Indirect costs training	- The estimated dollars amount, rounded to the nearest dollar, paid by the Federal government for transporation, lodging, subsistence for a completed period of training.	4N
Salary	- The amount of money expressed in dollars or dollars and cents, payable to an employee per unit of work (the applicable unit is recorded in Pay Basis Code). This reflects basic salary only, and does not include night or other differentials. Note that the payable salary, as opposed to the scheduled salary, is entered for all employees except those in pay plan GM (for whom scheduled salary is entered). Dollars and cents (two decimal places, decimal place assumed) are entered for all but annual, monthly, and biweekly rates. For these rates, enter dollar amounts only (rounded to the nearest dollar).	5N

Data Representations

Name	Definition/Explanation	Code
Literal	The number of dollars or dollars and cents is the code. All positions in the field are to be filled - right justify all amounts, and zero-fill any left most positions containing no data.	

ANNUITANT STATUS

Implementation Date: January 1982
Definition: The status of annuitants appointed to positions in the Federal civilian service.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition		Size/ Class
Annuitant indicator -	The status of the annuitant appointed to a position in the Federal civilian service.	1N

Data Representations

Name	Definition/Explanation	Code
Reemployed annuitant	An employee whose annuity under the Civil Service Retirement System continues after appointment.	1
Retired uniformed service officer	The employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.)	2
Retired uniformed service enlisted member	The employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service.	3
Retired uniformed service officer and reemployed annuitant	The employee is both a retired uniformed service commissioned or warrant officer and a reemployed annuitant.	4
Retired uniformed service enlisted member and reemployed annuitant	The employee is both a retired uniformed service enlisted member and a reemployed annuitant.	5
Not Applicable	None of the above codes apply.	9

BARGAINING UNIT REPRESENTATION

Implementation Date: October 1981
Definition: Identifies employee status vis-a-vis Federal employee bargaining unit representation.
Maintenance Agency: U.S. Office of Personnel Management, Office of Labor-Management Relations.

Associated Data Element(s)

Title and Definition		Size/ Class
Bargaining unit status	- Identifies an employee's status vis-a-vis Federal employee bargaining unit representation.	4N

Data Representations

Name	Definition/Explanation	Code
Bargaining unit representing employee (assumes eligibility)	Codes may be found in the Office of Labor Management Relations publication Union Recognition in the Federal Government. This entry would be the last 4 digits of the "OLMR Number."	XXXX
Eligible but not in a bargaining unit	....	7777
Ineligible for inclusion in a bargaining unit	....	8888

EDUCATION LEVELS

Implementation Date: October 1981
Definition: The levels of educational attainment based on years of schooling and/or academic degrees conferred.
Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	*Size/Class*
Education level - The extent of the employee's educational attainments	2N

Data Representations

Name	*Definition/Explanation*	*Code*
No formal education or Some elementary school—did not complete.	Elementary school means grades 1 through 8 or equivalents not completed.	01
Elementary school completed—no high school.	Grade 8 or equivalent completed	02
Some high school—did not graduate.	High school means grades 9 through 12 or equivalents	03
High school graduate or certificate of equivalency.	....	04
Terminal occupational program—did not complete.	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.	05
Terminal occupational program—certificate of completion, diploma or equivalent.	See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semiprofessional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftman/clerical level training artisans, skilled operators, and clerical workers.	06
Some college—less than one year.	Less than 30 semester hours or 45 quarter hours completed	07
One year college	30–59 semester hours or 45–89 quarter hours completed	08

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Two years college	60–89 semester hours or 90–134 quarter hours completed	09
Associate degree	2-year college degree program completed	10
Three years college	90–119 semester hours or 135–179 quarter hours completed	11
Four years college	120 or more semester hours or 180 or more quarter hours completed—no baccalaureate (bachelor's) degree.	12
Bachelor's degree	Requires completion of at least four but no more than five years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.	13
Post-Bachelor's	Some work beyond (at a higher level than) the bachelor's degree but no additional higher degree.	14
First professional	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).	15
Post-first professional	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.	16
Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.	17
Post-master's	Some work beyond (at a higher level than) the Master's degree but no additional higher degree.	18
Sixth-year degree	I.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.	19
Post-sixth year	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.	20
Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.	21
Post-doctorate	Work beyond the doctorate	22

FAIR LABOR STANDARDS ACT STATUS

Implementation Date: January 1982
Definition: The status of Federal civilian employees under the authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213).
Maintenance Agency: U.S. Office of Personnel Management, Compensation Division.

Associated Data Element(s)

Title and Definition		Size/ Class
FLSA exemption status -	The status of the Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213).	1A

Data Representations

Name	Definition/Explanation	Code
Exempt employee	An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.	E
Nonexempt employee	An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.	N

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE STATUS

Implementation Date: January 1982
Definition: Indicates coverage or noncoverage under the Federal Employees' Group Life Insurance Program.
Maintenance Agency: U. S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	Size/Cl
Federal Employees' Group Life Insurance - Indicates the employee's coverage or noncoverage under the Federal Employees' Group Life Insurance Program.	1A

Data Representations

Name	Definition/Explanation	Coc
Ineligible for life insurance coverage	An employee excluded from coverage by law or regulation, or who has become ineligible for further continuation of his/her insurance without cost while in a nonpay status (when used in latter manner, code A must be coupled with date nonpay status commenced).	A
Waived all life insurance	An employee has waived his/her right to all coverage under the Federal Employees' Group Life Insurance Program.	B
Basic only	....	C
Basic plus Standard Opt	....	D
Basic plus Family Opt	....	E
Basic plus Standard Opt and Family Opt	....	F
Basic plus Add'l Opt with 1 times pay	....	G
Basic plus Add'l Opt with 1 times pay and Standard Opt	....	H

Data Representations - Continued

Name	Definition/Explanation	Code
Basic plus Add'l Opt with 1 times pay and Family Opt	....	I
Basic plus Add'l Opt with 1 times pay, Standard Opt, and Family Opt	....	J
Basic plus Add'l Opt with 2 times pay	....	K
Basic plus Add'l Opt with 2 times pay and Standard Opt	....	L
Basic plus Add'l Opt with 2 times pay and Family Opt	....	M
Basic plus Add'l Opt with 2 times pay, Standard Opt, and Family Opt	....	N
Basic plus Add'l Opt with 3 times pay	....	O
Basic plus Add'l Opt with 3 times pay and Standard Opt	....	P
Basic plus Add'l Opt with 3 times pay and Family Opt	....	Q
Basic plus Add'l Opt with 3 times pay, Standard Opt, and Family Opt	....	R

Data Representations - Continued

Name	Definition/Explanation	C
Basic plus Add'l Opt with 4 times pay	....	
Basic plus Add'l Opt with 4 times pay and Standard Opt	....	
Basic plus Add'l Opt with 4 times pay and Family Opt	....	
Basic plus Add'l Opt with 4 times pay, Standard Opt, and Family Opt	....	
Basic plus Add'l Opt with 5 times pay	....	
Basic plus Add'l Opt with 5 times pay and Standard Opt	....	
Basic plus Add'l Opt with 5 times pay and Family Opt	....	
Basic plus Add'l Opt with 5 times pay, Standard Opt, and Family Opt	....	

JOB FUNCTIONS OF SCIENTISTS AND ENGINEERS

Implementation Date: March 1972.
Definition: The grouping of the kinds of work activities of Federal professional employees engaged in the physical, biological, mathematical, social and health sciences and in engineering into broad job functions.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group.

Associated Data Element(s)

Title and Definition	Size/Class
Functional classification of scientists and engineers - The employee's primary job function as a scientist or engineer. The occupational series for which functional classifications are applicable are listed below.	2N

Community Planning	0020	Fishery Biology	0482
Park Management	0025	Wildlife Refuge Management	0485
Social Science	0101	Wildlife Biology	0486
Economist	0110	Husbandry	0487
Manpower Research and Analysis	0140	Home Economics	0493
Geography	0150	General Health Science	0601
History	0170	Medical Officer	0602
Psychology	0180	Nurse	0610
Sociology	0184	Dietitian	0630
Social Work	0185	Occupational Therapist	0631
General Anthropology	0190	Physical Therapist	0633
Archeology	0193	Corrective Therapist	0635
General Biological Science	0401	Manual Arts Therapist	0637
Microbiology	0403	Educational Therapist	0639
Pharmacology	0405	Medical Technologist	0644
Agricultural Extension	0406	Pharmacist	0660
Ecology	0408	Optometrist	0662
Zoology	0410	Speech Pathology and Audiology	0665
Physiology	0413	Podiatrist	0668
Entomology	0414	Dental Officer	0680
Botany	0430	Industrial Hygiene	0690
Plant Pathology	0434	Consumer Safety	0696
Plant Physiology	0435	Veterinary Medical Science	0701
Plant Protection and Quarantine	0436	General Engineering	0801
Horticulture	0437	Safety Engineering	0803
Genetics	0440	Fire Prevention Engineering	0804
Range Conservation	0454	Materials Engineering	0806
Soil Conservation	0457	Landscape Architecture	0807
Forestry	0460	Architecture	0808
Soil Science	0470	Civil Engineering	0810
Agronomy	0471	Environmental Engineering	0819
Agricultural Management	0475	Mechanical Engineering	0830
Fish and Wildlife Administration	0480	Nuclear Engineering	0840

Electrical Engineering	0850	Hydrology	1315
Electronic Engineering	0855	Chemistry	1320
Biomedical Engineering	0858	Metallurgy	1321
Aerospace Engineering	0861	Astronomy and Space Science	1330
Naval Architecture	0871	Meteorology	1340
Mining Engineering	0880	Geology	1350
Petroleum Engineering	0881	Oceanography	1360
Agricultural Engineering	0890	Cartography	1370
Ceramic Engineering	0892	Geodesy	1372
Chemical Engineering	0893	Land Surveying	1373
Welding Engineering	0894	Forest Products Technology	1380
Industrial Engineering	0896	Food Technology	1382
Patent Administration	1220	Textile Technology	1384
Patent Adviser	1221	Photographic Technology	1386
Patent Classifying	1223	Actuary	1510
Patent Examining	1224	Operations Research	1515
Patent Interference Examining	1225	Mathematics	1520
Design Patent Examining	1226	Mathematical Statistician	1529
General Physical Science	1301	Statistician	1530
Health Physics	1306	Cryptography	1540
Physics	1310	Computer Science	1550
Geophysics	1313		

Data Representations

Name	Definition/Explanation	Code
	See Handbook of Position Classification Standards, General Introduction, Section VI, for full definitions and explanations of the categories.	
Not applicable	Employee is not in one of the occupational series to which the functional classifications must be applied.	00
Research	....	11
Research contract and grant administration.	....	12
Development	....	13
Test and evaluation	....	14
Design	....	21
Construction	....	22
Production	....	23
Installation, operations and maintenance.	....	24
Data collection, processing and analysis.	....	31
Scientific and technical information.	....	32

Data Representations-Continued

Name	Definition/Explanation	Code
Standards and specifications	....	41
Regulatory enforcement and licensing.	....	42
Natural resource operations	....	51
Clinical practice, counseling and ancillary medical services.	....	81
Planning	....	91
Management	....	92
Teaching and training	....	93
Technical assistance and .... consulting.	....	94
Other-Not elsewhere classified.	Employee is in one of the occupational series to which the functional classifications must be applied, but the kind of work activity is not included under any of the other categories.	99

LEGAL AUTHORITIES

Implementation Date: January 1982
Definition: The laws, executive orders, rules, regulations, or other bases which authorize the appointing officer to effect personnel actions on an employee.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Records Management Branch.

Associated Data Element(s)

Title and Definition		Size/ Class
Legal authority -	The law, executive order, rule, regulation, or other basis which authorizes the appointing officer to effect a personnel action on an employee.	3 A/N

Data Representations

Name	Definition/Explanation	Code
	AUTHORITIES OF RESPONSIBILE ORGANIZATIONS INCLUDING OFFICE OF PERSONNEL MANAGEMENT, MERIT SYSTEMS PROTECTION BOARD, EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, LABOR RELATIONS AND COURT DECISIONS.	
SF 59 approved (date)		ABM
CS Cert No		ACM
*CS Cert No PACE		A2L
CS Cert No WTO		A2M
OPM Directive		ADM
MSPB Directive		AGM
MSPB Directive - Mil		ALM
MSPB Directive - Inj		AQM
EEOC Decision and date		ARM
Court Decision and date		ASM
Authority, Decision and date		ATM
*OPM Ltr, Auth No, and date		AUL
Labor Relations Decision and date		AXM
OPM Letter		AUM
OPM Standards		AVM
OPM Form 1390 dated (date)		AWM

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
*Direct - Hire Authority (cite FPM Ltr., Btn., or other OPM Authority,) and date		AYM
*OPM Office, Authority and date		AZM
CS Rule V		A3M
CS Rule 3.2		A7M
*PACE Outstanding Scholar Program		ABK
*Bicultural/Bilingual Selective Factors		ABL
CS Rule 6.7 - TVA Agr		BBM
CS Rule 6.7 - VA Agr		BLM
CS Rule 6.7 - NRC Agr		BKM
CS Rule 8.3		BPM
OPM Selection Roster No		BTM
OPM Delegation Agr		BWM
*OPM Auth EA - (no), (name of installation issuing certificate) Cert No (no)		BEA
*OPM Auth GL - (no), (name of installation issuing certificate), Cert No (no)		BGL
*OPM Auth MA - (no), (name of installation issuing certificate), Cert No (no)		BMA
*OPM Auth MC - (no), (name of installation issuing certificate), Cert No (no)		BMC
*OPM Auth NE - (no), (name of installation issuing certificate), Cert No (no)		BNE
*OPM Auth NW - (no), (name of installation issuing certificate), Cert No (no)		BNW
*OPM Auth RM - (no), (name of installation issuing certificate), Cert No (no)		BRM

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
*OPM Auth SE - (no), (name of installation issuing certificate), Cert No (no)	....	BSE
*OPM Auth SS - (no), (name of installation issuing certificate), Cert No (no)	....	BSS
*OPM Auth SW - (no), (name of installation issuing certificate), Cert No (no)	....	BSW
*OPM Auth WA - (no), (name of installation issuing certificate), Cert No (no)	....	BWA
*OPM Auth WE - (no), (name of installation issuing certificate), Cert No (no)	....	BWE
	FPM CHAPTERS, LETTERS AND SUPPLEMENTS	
FPM Ch 211	....	CCM
FPM Ch 296	....	CGM
FPM Ch 311, S2-1	....	CQM
FPM Ch 316, S4-6d	....	CSM
FPM Ch 316, S4-6e	....	CTM
*FPM Ch 340	....	CUL
*FPM Ch 351, S3-3e	....	CUM
FPM Ch 353, APP A	....	CYM
FPM Ch 715, S3-2	....	C7M
FPM Ch 715, S3-3a	....	DBM
FPM Ch 715, S3-3a Prom	....	DFM
FPM Ch 715, S3-3a CLG	....	DKM
FPM Ch 870	....	DPM
FPM Ltr # dated (date)	....	EEM
FPM Btn # dated (date)	....	EJM
*FPM Supp 532-1, S4-3, S5-13, S5-14	....	FGM
FPM Supp 532-1, S8-3	....	FEM
FPM Supp 532-1, S8-6c	....	FNM
FPM Supp 532-1, S8-8	....	FTM
FPM Supp 532-1, S10	....	F5M
FPM Supp 532-1, S5-14d	....	F8M
FPM Supp 831-1, S10-11a	....	GFM
FPM Supp 990-2, Bk 630, S12-2	....	GLM

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
	CODE OF FEDERAL REGULATIONS	
*Reg 230.201		HAM
Reg 230.402(b)		HDM
Reg 230.402(c)(1)		HGM
Reg 230.402(c)(2)		HJM
Reg 230.402(c)(3)		HLM
Reg 301.201		HNM
Reg 301.202		HRM
Reg 301.203(c)		H3M
Reg 301.204 Mix		HWM
Reg 301.204 Preappt		HXM
Reg 301.204 Postappt		HZM
Reg 305.505		H4M
Reg 305.505 Career Prom		H5M
Reg 305.505 Upgrading		H7M
Reg 305.505 Comp		H6M
Reg 305.505 Other Except to Comp		H8M
Reg 305.505 Reclass		JAM
Reg 305.506 Lateral		JEM
Reg 305.506 CLG		JGM
Reg 305.506 Prom		JJM
Reg 305.507(b)		JMM
Reg 305.509		JOM
Reg 305.510		JTM
Reg 305.510(c)		JVM
Reg 305.601		JYM
Reg 305.701		J2M
Reg 305.701(c)		J4M
Reg 307.103		J8M
Reg 307.106		KBM
Reg 307.106 Lateral		KDM
Reg 307.106 Prom		KFM
Reg 307.106 CLG		KHM
Reg 310.202		KLM
Reg 315.202		KMM
Reg 315.401		KQM
Reg 315.501 Lateral		KTM
Reg 315.501 Prom		KVM
Reg 315.501 CLG		KXM
Reg 315.601		K1M
Reg 315.602		K4M
Reg 315.603(a)(1)		K7M
Reg 315.603(a)(2)		K9M
*Reg 315.604		LBM
Reg 315.605		LEM

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 315.606		LHM
Reg 315.607		LJM
Reg 315.701		LLM
Reg 315.702		LPM
Reg 315.703		LSM
Reg 315.704(c)		LUM
Reg 315.704		LWM
Reg 315.705		LYM
Reg 315.707		LZM
Reg 315.709		L1M
Reg 315.708		L3M
Reg 315.804		L2M
Reg 315.804 Mix		L5M
Reg 315.804 Eq Mix		LXM
Reg 315.804 Eq		L4M
Reg 315.805		L6M
Reg 315.805 Eq		L8M
*Reg 351.807		L9K
Reg 315.907		L9M
Reg 316.201		MAM
Reg 316.201 WTO		MBM
Reg 316.302(b)		MCM
Reg 316.302(c)(1)		MEM
Reg 316.302(c)(2)		MGM
Reg 316.302(c)(3)		MJM
Reg 316.302(c)(4)		MLM
Reg 316.302(c)(5)		MMM
Reg 316.304 Mix		MNM
Reg 316.304 Preappt		MPM
Reg 316.304 Postappt		MRM
Reg 316.401		MUM
Reg 316.402(a)		MXM
Reg 316.402(a) Faculty		MYM
Reg 316.402(a) Intern		MVM
Reg 316.402(a) Outside Register		MZM
Reg 316.402(a) Special Need		M1M
Reg 316.402(a) Summer		M2M
Reg 316.402(a) Summer Rehire		M4M
Reg 316.402(b)(1)		M6M
Reg 316.402(b)(2)		M8M
Reg 316.402(b)(3)		NAM
Reg 316.402(b)(4)		NCM
Reg 316.402(b)(5)		NEM
Reg 316.601		NFM

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 316.701		NJM
Reg 316.702		NMM
Reg 316.801		NOM
Reg 317.304		NRM
Reg 317.305(b)		NSM
Reg 317.305(b)(3)		NTM
Reg 317.306(b)(1)		NVM
Reg 317.306(b)(2)		NWM
*Reg 317.306(b)(3)(1)		NXM
Reg 330.201		NUM
Reg 334.101		NYM
Reg 334.104		N1M
Reg 335.102		N2M
Reg 335.102 Comp		N3M
Reg 335.102(g)		N4M
Reg 335.102 Upgrading		N5M
Reg 335.102 Career Prom		N6M
Reg 335.102 Reclass		N7M
Reg 335.102 Except to Comp		N8M
Reg 351.201		N9M
Reg 351.302		PDM
Reg 351.501		PGM
Reg 351.502		PKM
Reg 351.603		PNM
Reg 351.604(d)		PSM
Reg 352.204		PWM
Reg 352.308		PZM
Reg 352.311		P3M
Reg 352.507		P5M
Reg 353.104		P9M
Reg 353.105		QCM
Reg 353.302(a)		QEM
*Reg 353.306		QFK
Reg 353.302(b)		QFM
Reg 353.501		Q3M
Reg 432.201		QGM
Reg 432.201 Eq		QHM
Reg 530.305		QJM
Reg 530.306(b)(1)		QMM
Reg 530.306(b)(2)		QNM
Reg 530.306(b)(3)		QPM
Reg 530.307		QSM
Reg 531.205		QWM
Reg 531.301		QZM
Reg 531.401		Q5M

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
Reg 531.404		Q7M
Reg 531.501		RBM
Reg 536.103(b)		RJM
*Reg 536.217 Decl Transfer		RJX
*Reg 536.217 Reclassification		RJY
*Reg 536.217 RIF		RJZ
5 C.F.R. Part 536		RKM
*Reg 536.207(b)(2)		RLM
Reg 630.401		R4M
Reg 715.202		RPM
Reg 715.202 Prob		R5M
Reg 715.202 Perf		R7M
Reg 715.202 Eq Perf		R8M
Reg 715.202 CAA		RQM
Reg 715.202 EAA		RRM
Reg 715.202 Nondisp		R2G
Reg 715.202 Nonsupv		RAG
Reg 715.202 OAA		RSM
Reg 715.202 RIF		RTM
Reg 715.202 Other		RUM
Reg 715.202 Disp		RVM
Reg 715.202 Reas		RWM
Reg 715.202 Relo		RXM
Reg 731.201		RYM
Reg 752.401		RAH
Reg 831.501(a)		SQM
Reg 831.501(a) Disability		SRM
Reg 831.502		SUM
Reg 831.503(a)		SWM
Reg 831.1203		SZM
	CANAL ZONE AUTHORITIES	
CZ Register		TBM
CZ Reg 251.2(a)(2)		TEM
CZ Reg 253.42(b)		THM
CZ Reg 253.43		TJM
CZ Reg 253.44		TLM
CZ Reg 253.44(b)		TMM
CZ Reg 253.45(a)		TPM
CZ Reg 253.45(b)		TQM
CZ Reg 253.45(e)		TRM
CZ Reg 253.46		TTM
CZ Reg 253.72		TWM
CZ Reg 253.75		TZM

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
	LAWS AND AGENCY REGULATIONS	
*Sec 625(d) FA Act	....	UCM
Sec 528 FS Act	....	UFM
Sec 801(b) of Title VIII, P.L. 95-454	....	UHM
Peace Corps Act	....	UJM
Agency Directive or Order	....	UNM
Agency Reg	....	USM
Agency Reg Conduct	....	UPM
Agency Reg Mix	....	UQM
*Agency Reg authorizing suspension for more than 30 calendar days	....	USL
Agency Reg Reclass	....	U3M
Agency Reg Relo	....	UTM
Agency Preappt	....	UWM
Agency Reg Postappt	....	UZM
Agency Reg Perf	....	U2M
	TITLE 5 U.S.C. (INCLUDES ONE POSTAL CITATION)	
5 U.S.C. 1207(a)	....	VAM
5 U.S.C. 3109	....	VEM
5 U.S.C. 3304 (c)	....	VHM
5 U.S.C. 3323	....	VCM
5 U.S.C. 3325	....	VJM
5 U.S.C. 3341	....	VLM
*5 U.S.C. 3341 Exc	....	VNM
5 U.S.C. 3341 Exc-Other	....	VMM
5 U.S.C. 3341 Exc-Reorg	....	V1M
5 U.S.C. 3341 Exc-Unclass	....	VQM
5 U.S.C. 3341 Reorg	....	VPM
5 U.S.C. 3341 Growth	....	VWM
5 U.S.C. 3341 Other	....	VZL
5 U.S.C. 3341 Unclass	....	VSM
5 U.S.C. 3343	....	VGM
5 U.S.C. 3374	....	VPE
5 U.S.C. 3393	....	V2M
5 U.S.C. 3393 Preappt	....	VUM
5 U.S.C. 3393 Postappt	....	VYM
5 U.S.C. 3396(c)(1)	....	V3M
5 U.S.C. 3394(a) Noncareer	....	V4L
5 U.S.C. 3394(a) Limited	....	V4M
5 U.S.C. 3394(a) Emergency	....	V4P
5 U.S.C. 3395(a)(1)(a)	....	V5M

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
5 U.S.C. 3395(a)(1)(b)	....	V6M
5 U.S.C. 3395(b)(1)	....	V7M
5 U.S.C. 3395(b)(2)	....	V8M
5 U.S.C. 3395(d)(1)	....	V9M
5 U.S.C. 3395(d)(2)	....	VAG
*5 U.S.C. 75 OTD	....	VAH
5 U.S.C. 3551	....	VRM
5 U.S.C. 3593(a)	....	VBJ
5 U.S.C. 3593(b)	....	VCJ
5 U.S.C. 3594(a)	....	VDJ
5 U.S.C. 4314	....	VEJ
5 U.S.C. 4314(b)(3)	....	VFJ
5 U.S.C. 4314(b)(4)	....	VGJ
5 U.S.C. 5343(e)(2)	....	VUL
5 U.S.C. 5362	....	VKJ
5 U.S.C. 5362 Decl Transfer	....	VKK
5 U.S.C. 5362 Reclass	....	VLK
5 U.S.C. 5362 RIF	....	VMK
5 U.S.C. 5362(a)	....	VMJ
5 U.S.C. 5362(b)	....	VOJ
5 U.S.C. 5362(c)	....	VLJ
5 U.S.C. 5362(d)(3)	....	VNJ
5 U.S.C. 5362(d)(4)	....	VPL
5 U.S.C. 5363	....	VRJ
5 U.S.C. 5363(a)	....	VSJ
5 U.S.C. 5363(d)(2)	....	VTJ
*5 U.S.C. 5365	....	V1J
5 U.S.C. 5402(c)	....	VBK
*5 U.S.C. 3102(b)	....	VBM
5 U.S.C. 5403	....	VCK
5 U.S.C. 5596	....	VWL
5 U.S.C. 6101	....	VXM
5 U.S.C. 6303	....	VZM
5 U.S.C. 7325	....	V2L
*5 U.S.C. 7512	....	VWJ
5 U.S.C. 7532	....	V4J
*5 U.S.C. 7532 OTD	....	V4K
5 U.S.C. 54	....	VAK
*5 U.S.C. 1207(a) OTD	....	VAL
5 U.S.C. 75	....	VAJ
5 U.S.C. 75 Eq	....	VHJ
5 U.S.C. 75 Relo	....	VJJ
5 U.S.C. 75 Eq OTD	....	VHK
5 U.S.C. 75 Relo Eq	....	V2J
5 U.S.C. 75 Preappt	....	V5J
5 U.S.C. 75 Postappt	....	V6J

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
5 U.S.C. 75 Preappt Eq		V7J
5 U.S.C. 75 Postappt Eq		V8J
5 U.S.C. 75 NAR		V9J
5 U.S.C. 75 NAR Eq		VPJ
5 U.S.C. 75 Reclass		VUJ
5 U.S.C. 75 Reclass Eq		VVJ
5 U.S.C. 8336(d)(2) RIF		VYJ
5 U.S.C. 8336(d)(2) Reorg		VZJ
5 U.S.C. 8336(d)(2) T/F		V3J
39 U.S.C. 1006		VBL
	SCHEDULE A, B, AND C AUTHORITIES	
SCH A, 213.3102(a)		WAM
SCH A, 213.3102(b)		WBM
SCH A, 213.3102(c)		WCM
SCH A, 213.3102(d)		WDM
SCH A, 213.3102(e)		WEM
SCH A, 213.3102(f)		WFM
SCH A, 213.3102(g)		WGM
SCH A, 213.3102(g) Coop		W5M
SCH A, 213.3102(h)		WHM
SCH A, 213.3102(k)		WKM
SCH A, 213.3102(l)		WLM
SCH A, 213.3102(m)		WMM
SCH A, 213.3102(n)		WNM
SCH A, 213.3102(p)		WPM
SCH A, 213.3102(q)		WQM
SCH A, 213.3102(q) Coop		W7M
SCH A, 213.3102(q) Intern		WSM
SCH A, 213.3102(r)		WRM
SCH A, 213.3102(t)		WTM
SCH A, 213.3102(u)		WUM
SCH A, 213.3102(v)		WVM
SCH A, 213.3102(w)		WWM
SCH A, 213.3102(x)		WXM
SCH A, 213.3102(y)		WYM
SCH A, 213.3102(z)		WZM
SCH A, 213.3102(o)		W6M
SCH A, 213.3102(i)		W9M
SCH A, 213.3102(aa)		XAM
SCH A, 213.3102(bb)		XBM
SCH A, 213.3102(cc)		XCM
SCH A, 213.3102(ff)		XFM
SCH A, 213.3102(hh)		XHM
SCH A, 213.3102(ii)		X9M
SCH A, 213.3102(jj)		XVM

Data Representations - Continued

Name	Definition/Explanation	Code
SCH A, 213.3102(kk)		XWM
SCH A, 213.3102(ll)		XXM
SCH A, 213.31xx		XZM
SCH B, 213.3202(a)		Y1M
SCH B, 213.3202(b)		Y2M
SCH B, 213.3202(c)		Y3M
SCH B, 213.3202(d)		Y4M
SCH B, 213.3202(f)		YAM
SCH B, 213.3202(e)		YBM
SCH B, 213.3202(j)		YJM
SCH B, 213.3202(k)		YKM
SCH B, 213.32xx		Y5M
SCH C, 213.33xx		Y7M
SCH C, Authority other than Sch C, 213.33xx, (i.e. Law or E.O. which estab. a Sch C Position)		Y8M
SCH C, 213.3302 NTC		Y9M
	MISCELLANEOUS AUTHORITIES: EXECUTIVE ORDERS, PRESIDENTIAL APPOINTMENTS, PRESIDENT/SENATE APPOINTMENTS (LAW, EXECUTIVE ORDER, REGULATION, AND OTHER CITATIONS)	
EO 9712		ZCM
EO 10450		ZEM
EO 12107		ZFM
EO 10826		ZGM
EO 11203		ZGY
EO 12008		ZHM
EO 12015		ZJM
EO 12230		ZMM
Pres Appt (Law, E.O., Reg)		ZKM
*Other Citation (Law, E.O., or Reg which authorizes discharge because of misconduct)		ZLJ
*Other Citation (Law, E.O., or Reg which authorizes discharge because of performance)		ZLK
*Other Citation (Law, E.O., or Reg which authorizes discharge because of both misconduct and performance)		ZLL

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
Pres/Senate Appt (Law, E.O., Reg.)	....	ZNM
P.L. 96-8 (American Institute in Taiwan)	....	ZPM
Other Citation (Law, E.O., Reg)	....	ZLM
P.L. 96-191	....	ZQM
	*RESERVED FOR AGENCIES' INTERNAL USE Codes with the first characters of 6, 7, 8, or 9.	

* Revision to previously published data standard.

MERIT PAY POOL

Implementation Date: October 1981
Definition: A group of employees designated by an agency for the purpose of administration, computation, and allocation of Merit Pay funds under 5 CFR Part 540.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group, Merit Pay Division.

Associated Data Element(s)

Title and Definition	Size/Class
Merit Pool Identifier - The merit pay pool to which an employee is assigned by the agency for merit fund computation and allocation purposes under 5 CFR Part 540.	5 A/N

Data Representations

Name	Definition/Explanation	Code
	The data representations for this representation set are assigned by an agency to a merit pay pool. The agency may use any code not in excess of 5 alphabetic, numeric, or alphanumeric characters. The code must be unique within the agency (i.e., such that each merit pay pool is uniquely identified when combined with the agency code as reported to CPDF).	

NATURE OF PERSONNEL ACTION

Implementation Date: January 1982
Definition: The specific personnel action used to initiate, change, or terminate a condition of employment or to create or change a personnel record.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Records Management Branch.

Associated Data Element(s)

Title and Definition		Size/ Class
Nature of action code -	The specific personnel action used to create or change a civilian personnel record.	3 N

Data Representations

Name	Definition/Explanation	Code
Cancellation	....	001
Correction	....	002
Recreation or resubmission of a CPDF record	For CPDF use only..............................	005
Correction of current CPDF file	For CPDF use only..............................	007
Deletion from file	For CPDF use only..............................	010
Current Appointment Authority Initialization	For CPDF use only..............................	022
Career Appointment	....	100
Career-Conditional Appointment	....	101
Career Executive Assignment	....	102
Career Executive Assignment-Conditional	....	103
Noncareer Executive Assignment	....	104
Emergency Appointment	....	107
Term Appointment Not-to-exceed (date)	....	108
Temporary Appointment Pending Establishment of Register	....	112
Appointment Not-to-exceed (date)	....	115

Data Representations - Continued

Name	Definition/Explanation	Co
Summer Appointment Not-to-exceed (date)		117
Overseas Limited Appointment		120
Overseas Limited Appointment Not-to-exceed (date)		122
Appointment-Status Quo		124
Limited Executive Assignment		128
Transfer		130
Mass Transfer		132
Reinstatement-Career		140
Reinstatement-Career-Conditional		141
Senior Executive Service Career Appointment		142
Reinstatement-Senior Executive Service Career		143
Transfer-Senior Executive Service career		145
Senior Executive Service Noncareer Appointment		146
Transfer-Senior Executive Service Noncareer		147
Senior Executive Service Limited Term Appointment Not-to-exceed (date)		148
Senior Executive Service Limited Emergency Appointment Not-to-exceed (date)		149
Canal Zone Career-Conditional Appointment		150
Canal Zone Career Appointment		151
Canal Zone Temporary Appointment Pending Establishment of Register		152
Canal Zone Appointment Not-to-exceed (date)		153
Canal Zone Term Appointment Not-to-exceed (date)		154
Canal Zone Reappointment		155
Canal Zone Appointment-Status Quo		156
Canal Zone Transfer		157

Data Representations - Continued

Name	Definition/Explanation	Code
Excepted Appointment		170
Excepted Appointment Not-to-exceed (date)		171
Appointment Subrural Carrier		190
Appointment Auxiliary/Assistant Emergency Subrural Carrier		191
Placement in Pay Status		280
Return to Duty		292
Retirement - Mandatory		300
Retirement - Disability		301
Retirement - Voluntary		302
Retirement - Special Option		303
Retirement - Involuntary		304
Resignation - In Lieu of Involuntary Action		312
Resignation		317
Removal		330
Death		350
Termination - Appointment In (agency)		352
Termination - Military		353
Termination - Disability		354
Termination - Expiration of Appointment		355
Termination - Involuntary		356
Termination		357
*Discharge During Probationary/Trial period		385
*Discharge		386
Placement in Nonpay Status		430
Suspension Not-to-exceed (date)		450
Suspension - Indefinite		452
Leave Without Pay Not-to-exceed (date)		460
Leave With Pay Not-to-exceed (date)		462
Furlough Not-to-exceed (date)		472
Furlough - Military		473
Sabbatical Not-to-exceed (date)		480
Conversion to Career Appointment		500

* Revision to previously published data standard.

Data Representations - Continued

Name	Definition/Explanation	Code
Conversion to Career-Conditional Appointment		501
Conversion to Career Executive Assignment		502
Conversion to Career Executive Assignment-Conditional		503
Conversion to Noncareer Executive Assignment		504
Conversion to Emergency Appointment		507
Conversion to Term Appointment Not-to-exceed (date)		508
Conversion to Temporary Appointment Pending Establishment of Register		512
Conversion to Appointment Not-to-exceed (date)		515
Conversion to Summer Appointment Not-to-exceed (date)		517
Conversion to Overseas Limited Appointment		520
Conversion to Overseas Limited Appointment Not-to-exceed (date)		522
Conversion to Appointment-Status Quo		524
Conversion to Limited Executive Assignment		528
Conversion to Reinstatement-Career		540
Conversion to Reinstatement-Career-Conditional		541
Conversion to Senior Executive Service Career Appointment		542
Conversion to Reinstatement-Senior Executive Service Career		543
Conversion to Senior Executive Service Noncareer Appointment		546
Conversion to Senior Executive Service Limited Term Appointment Not-to-exceed (date)		548

Data Representations - Continued

Name	Definition/Explanation	Code
Conversion to Senior Executive Service Limited Emergency Appointment Not-to-exceed (date)		549
Conversion to Canal Zone Career-Conditional Appointment		550
Conversion to Canal Zone Career Appointment		551
Conversion to Canal Zone Temporary Appointment Pending Establishment of Register		552
Conversion to Canal Zone Appointment Not-to-exceed (date)		553
Conversion to Canal Zone Term Appointment Not-to-exceed (date)		554
Conversion to Canal Zone Reappointment		555
Conversion to Canal Zone Appointment-Status Quo		556
Conversion to Excepted Appointment		570
Conversion to Excepted Appointment Not-to-exceed (date)		571
Conversion to Regular Rural Carrier Appointment		580
Promotion		702
Promotion Not-to-exceed (date)		703
Change to Lower Grade		713
Change to Part-time Fixed		716
Reassignment		721
Detail Not-to-exceed (date)		730
Extension of Detail Not-to-exceed (date)		731
Termination of Detail		732
Grade Restoration		735
Grade Retention		736
Position Change		740
Position Change Not-to-exceed (date)		741

Data Representations - Continued

Name	Definition/Explanation	Code
Continuance Not-to-exceed (date)		750
Extension of Appointment Not-to-exceed (date)		760
Extension of Summer Appointment Not-to-exceed (date)		761
Extension of Senior Executive Service Appointment Not-to-exceed (date)		762
Extension of Term Appointment Not-to-exceed (date)		765
Extension of Promotion Not-to-exceed (date)		769
Extention of Position Change Not-to-exceed (date)		770
Extension of Furlough Not-to-exceed date		772
Extension of Leave Without Pay Not-to-exceed (date)		773
Name Change from ________		780
Change in Work Schedule		781
Change in Hours		782
Realignment		790
Change in Duty Station		792
Change in Data Element		800
Termination of Grade Retention		866
Change in Tenure Group		880
Federal Employees Group Life Insurance Change		881
Change in Service Computation Date		882
Change in Veteran Preference		883
Denial of Within-grade Increase		888
Merit Pay Cash Award		890
Merit Increase		891
Quality Increase		892
Within-grade Increase		893
Pay Adjustment		894
Step Adjustment		899

OCCUPATIONAL SERIES

Implementation Date: October 1981
Definition: A subdivision of an Occupational Family or Group consisting of one or more classes of positions similar as to specialized line of work but differing in difficulty or responsibility of work and therefore in grade or salary range.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group, Standards Development Center.

Associated Data Element(s)

Title and Definition	Size/ Class
Occupational code--The employee's occupational series.	4N

Data Representations

Name	Definition/Explanation	Code
	The full names, definitions, and numeric representations of the various occupational series are printed in the following publications: a. Handbook of Occupational Groups and Series of Classes for positions covered by title 5, United States Code. (Includes series 0001 through 2181). b. FPM SUPPLEMENT 512-1, part 3, for trades and labor jobs under the Federal Wage System or other blue collar pay systems. (Includes codes 2500 through 9899.) c. Post Office Department Personnel Handbook Series P-1 and P-4, for positions in the Postal Service System (Includes series 2301 through 2350). Note that these publications contain 3-digit and 4-digit occupational series codes. In the following list, all the 3-digit codes have been preceded with a filler zero, e.g., 0XXX, to complete the 4-digit field.	

Data Representations

Name	*Definition/Explanation*	*Code*
Trades, crafts, and labor		0001
Correctional institution administration		0006
Correctional officer		0007
Institutional administration		0008
Institutional management		0009
Bond sales promotion		0011
Safety and occupational health management		0018
Safety technician		0019
Community planning		0020
Community planning technician		0021
Outdoor recreation planning		0023
Park management		0025
Park technician		0026
Crop insurance administration		0027
Environmental protection specialist		0028
Environmental protection assistant		0029
Sports specialist		0030
Funeral directing		0050
Chaplain		0060
Clothing design		0062
Fingerprint identification		0072
Security administration		0080
Fire protection and prevention		0081
United States Marshal		0082
Police		0083
Guard		0085
Guide		0090
Foreign law specialist		0095
General student trainee		0099
Social science		0101
Social science aid and technician		0102
Social insurance administration		0105
Unemployment insurance		0106
Economist		0110
Economics assistant		0119
Food assistance program specialist		0120
Foreign affairs		0130
International relations		0131
Intelligence		0132
Intelligence aid and clerk		0134
Foreign agricultural affairs		0135
International cooperation		0136
Manpower research and analysis		0140
Manpower development		0142
Geography		0150
Civil rights analysis		0160
History		0170
Psychology		0180
Psychology aid and technician		0181
Sociology		0184
Social work		0185
Social services aid and assistant		0186
Social services		0187
Recreation specialist		0188
Recreation aid and assistant		0189
General anthropology		0190
Archeology		0193

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Social science student trainee		0199
Personnel management		0201
Personnel clerical and assistance		0203
Military personnel clerical and technician		0204
Military personnel management		0205
Personnel staffing		0212
Position-classification		0221
Occupational analysis		0222
Salary and wage administration		0223
Employee relations		0230
Labor relations		0233
Employee development		0235
Mediation		0241
Apprenticeship and training		0243
Labor-management relations examining		0244
Contractor industrial relations		0246
Wage and hour compliance		0249
Equal employment opportunity		0260
Miscellaneous administration and program		0301
Messenger		0302
Miscellaneous clerk and assistant		0303
Information receptionist		0304
Mail and file		0305
Correspondence clerk		0309
Clerk-stenographer and reporter		0312
Work unit supervising		0313
Clerk-dictating machine transcribing		0316
Secretary		0318
Closed microphone reporter		0319
Clerk-typist		0322
Cold-type composing machine		0324
Digital computer systems administration		0330
Computer operation		0332
Computer specialist		0334
Computer clerk and assistant		0335
Program management		0340
Administrative officer		0341
Office services management and supervision		0342
Management analysis		0343
Management clerical and assistance		0344
Program analysis		0345
Logistics management		0346
GAO evaluator	The use of this occupational series title, and code is limited to the General Accounting Office only.	0347

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Equipment operator		0350
Printing clerical		0351
Bookkeeping machine operation		0354
Calculating machine operation		0355
Data transcriber		0356
Coding		0357
Electric accounting machine operation		0359
Equal opportunity compliance		0360
Equal opportunity assistance		0361
Electric accounting machine project planning		0362
Telephone operating		0382
Teletypist		0385
Cryptographic equipment operation		0388
Radio operating		0389
Communications relay operation		0390
Communications management		0391
General communications		0392
Communications specialist		0393
Communications clerical		0394
General biological science		0401
Microbiology		0403
Biological technician		0404
Pharmacology		0405
Agricultural extension		0406
Ecology		0408
Zoology		0410
Physiology		0413
Entomology		0414
Plant protection technician		0421
Botany		0430
Plant pathology		0434
Plant physiology		0435
Plant protection and quarantine		0436
Horticulture		0437
Genetics		0440
Range conservation		0454
Range technician		0455
Soil conservation		0457
Soil conservation technician		0458
Irrigation system operation		0459
Forestry		0460
Forestry technician		0462
Soil science		0470
Agronomy		0471
Agricultural management		0475
General fish and wildlife administration		0480
Fishery biology		0482
Wildlife refuge management		0485
Wildlife biology		0486
Husbandry		0487
Fish hatchery management		0488
Home economics		0493
Biological science student trainee		0499
General accounting clerical and administrative		0501
Budget and accounting		0504
Financial management		0505
Accounting		0510
Internal revenue agent		0512
Accounts maintenance clerical		0520
Accounting technician		0525
Tax technician		0526
Cash processing		0530
Voucher examining		0540
Fiscal auditing (GAO)		0541
Payroll		0544

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Military pay		0545
Benefit-payment roll		0547
Budget analysis		0560
Budget clerical and assistance		0561
Financial institution examining		0570
Time and leave		0590
Tax accounting		0592
Insurance accounts		0593
Accounting student trainee		0599
General health science		0601
Medical officer		0602
Physician's assistant		0603
Nurse anesthetist		0605
Nurse		0610
Public health nurse		0615
Practical nurse		0620
Nursing assistant		0621
Medical supply aide and technician		0622
Autopsy assistant		0625
Dietitian and nutritionist		0630
Occupational therapist		0631
Physical therapist		0633
Corrective therapist		0635
Rehabilitation therapy assistant		0636
Manual arts therapist		0637
Recreation/creative arts therapist		0638
Educational therapist		0639
Nuclear medicine technician		0642
Medical technologist		0644
Medical technician		0645
Pathology technician		0646
Diagnostic radiologic technologist		0647
Therapeutic radiologic technician		0648
Medical machine technician		0649
Medical technical assistant		0650
Pharmacist		0660
Pharmacy technician		0661
Optometrist		0662
Restoration technician		0664
Speech pathology and audiology		0665
Orthotist and prosthetist		0667
Podiatrist		0668
Medical record librarian		0669
Hospital administration		0670
Health system specialist		0671
Prosthetic representative		0672
Hospital housekeeping management		0673
Medical record technician		0675
Medical clerk		0679
Dental officer		0680
Dental assistant		0681
Dental hygiene		0682
Dental laboratory aid and technician		0683
Public health dental hygiene		0684
Public health program specialist		0685
Sanitarian		0688

Data Representations—Continued

Name	Definition/Explanation	Code
Industrial hygiene		0690
Consumer safety		0696
Environmental health technician		0698
Health aid and technician		0699
Veterinary medical science		0701
Animal health technician		0704
Veterinary student trainee		0799
General engineering		0801
Engineering technician		0802
Safety engineering		0803
Fire prevention engineering		0804
Materials engineering		0806
Landscape architecture		0807
Architecture		0808
Construction control		0809
Civil engineering		0810
Surveying technician		0817
Engineering drafting		0818
Environmental engineering		0819
Construction analyst		0828
Mechanical engineering		0830
Nuclear engineering		0840
Electrical engineering		0850
Electronics engineering		0855
Electronics technician		0856
Biomedical engineering		0858
Aerospace engineering		0861
Naval architecture		0871
Ship surveying		0873
Mining engineering		0880
Petroleum engineering		0881
Agricultural engineering		0890
Ceramic engineering		0892
Chemical engineering		0893
Welding engineering		0894
Industrial engineering technician		0895
Industrial engineering		0896
Engineering and architecture student trainee		0899
Law clerk		0904
General attorney		0905
Estate tax examining		0920
Hearings and appeals		0930
Administrative law judge		0935
Deportation and exclusion examining		0942
Clerk of court		0945
Paralegal specialist		0950
Contact representative		0962
Legal instruments examining		0963

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Land law examining		0965
Passport and visa examining		0967
Legal clerk and technician		0986
Tax law specialist		0987
General claims examining		0990
Worker's compensation claims examining		0991
Loss and damage claims examining		0992
Social insurance claims examining		0993
Unemployment compensation claims examining		0994
Dependents and estates claims examining		0995
Veterans claims examining		0996
Civil service retirement claims examining		0997
Claims clerical		0998
General arts and information		1001
Exhibits specialist		1010
Museum curator		1015
Museum specialist and technician		1016
Illustrating		1020
Office drafting		1021
Public affairs		1035
Language specialist		1040
Translator		1045
Language clerical		1046
Interpreter		1047
Foreign language broadcasting		1048
Music specialist		1051
Theater specialist		1054
Art specialist		1056
Photography		1060
Audio-visual production		1071
Public information		1081
Writing and editing		1082
Technical writing and editing		1083
Visual information		1084
Foreign information		1085
Editorial assistance		1087
General business and industry		1101
Contract and procurement		1102
Industrial property management		1103
Property disposal		1104
Purchasing		1105
Procurement clerical and assistance		1106
Property disposal clerical and technical		1107
Public utilities specialist		1130
Trade specialist		1140
Commissary store management		1144
Agricultural program specialist		1145
Agricultural marketing		1146
Agricultural market reporting		1147
Wage and hour law administration		1149
Industrial specialist		1150

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Production control		1152
Financial analysis		1160
Crop insurance administration		1161
Crop insurance underwriting		1162
Insurance examining		1163
Loan specialist		1165
Internal revenue officer		1169
Realty		1170
Appraising and assessing		1171
Housing management		1173
Building management		1176
Patent technician		1202
Copyright		1210
Copyright technician		1211
Patent administration		1220
Patent adviser		1221
Patent attorney		1222
Patent classifying		1223
Patent examining		1224
Patent interference examining		1225
Design patent examining		1226
Trademark examining		1241
General physical science		1301
Health physics		1306
Physics		1310
Physical science technician		1311
Geophysics		1313
Hydrology		1315
Hydrologic technician		1316
Chemistry		1320
Metallurgy		1321
Astronomy and space science		1330
Meteorology		1340
Meteorological technician		1341
Geology		1350
Oceanography		1360
Navigational information		1361
Cartography		1370
Cartographic technician		1371
Geodesy		1372
Land surveying		1373
Geodetic technician		1374
Forest products technology		1380
Food technology		1382
Textile technology		1384
Photographic technology		1386
Document analysis		1397
Physical science student trainee		1399
Librarian		1410
Library technician		1411
Technical information services		1412
Archivist		1420

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Archives technician		1421
Actuary		1510
Operations research		1515
Mathematics		1520
Mathematics technician		1521
Mathematical statistician		1529
Statistician		1530
Statistical assistant		1531
Cryptography		1540
Cryptanalysis		1541
Computer science		1550
Mathematical science student trainee		1599
General facilities and equipment management		1601
Cemetery administration		1630
Facility management		1640
Printing management		1654
Laundry and dry cleaning plant management		1658
Fishery methods and equipment		1659
General housekeeping		1666
Steward		1667
Equipment specialist		1670
General education and training		1701
Education and training technician		1702
Education and vocational training		1710
Training instruction		1712
Vocational rehabilitation		1715
Educational research and program		1720
Public health educator		1725
General inspection, investigation and compliance		1801
Compliance inspection and support		1802
General investigating		1810
Criminal investigating		1811
Game law enforcement		1812
Air safety investigating		1815
Immigration inspection		1816
Mine safety and health		1822
Aviation safety officer		1825
Securities compliance examining		1831
Agricultural commodity warehouse examining		1850
Alcohol, tobacco, and firearms inspection		1854
Alcohol tax technician		1855
Public health inspection		1860
Consumer safety inspection		1862
Food inspection		1863
Public health quarantine inspection		1864
Customs patrol officer		1884
Import specialist		1889
Customs inspection		1890
Customs enforcement officer		1891
Customs appraising and examining		1892
Customs marine officer		1893
Customs entry and liquidating		1894
Customs warehouse officer		1895
Border patrol agent		1896
Customs aid		1897

Data Representations—**Continued**

Name	*Definition/Explanation*	*Code*
Admeasurement		1898
Miscellaneous inspection		1899
Quality assurance		1910
Quality inspection		1960
Agricultural commodity grading		1980
Agricultural commodity aid		1981
General supply		2001
Supply program management		2003
Supply clerical and technician		2005
Inventory management		2010
Distribution facilities and storage management		2030
Packaging		2032
Supply cataloging		2050
Sales store clerical		2091
Transportation specialist		2101
Transportation clerk and assistant		2102
Transportation Industry analysis		2110
Transportation rate and tariff examining		2111
Railroad safety		2121
Motor carrier safety		2123
Highway safety		2125
Traffic management		2130
Freight rate		2131
Travel		2132
Passenger rate		2133
Shipment clerical		2134
Transportation loss and damage claims examining		2135
Cargo scheduling		2144
Transportation operations		2150
Dispatching		2151
Air traffic control		2152
Marine cargo		2161
Aircraft operation		2181
Postmaster—presidential offices		2301
Postmaster fourth class office		2302
Postal administration		2305
Postal collection and delivery		2310
Postal distribution		2315
Postal window and related services		2320
Rural carriers		2325
Postal transportation		2330
Postal inspection		2335
Miscellaneous postal		2340
Mail classification and special services		2345
Schemes and schedules development		2350
Miscellaneous wire communications equipment installation and maintenance.		2501
Telephone mechanic		2502
Wire communications cable splicing		2504
Telephone equipment inspecting		2506
Telephone installing and repairing		2507
Communications line installing and repairing		2508
Teletypewriter installing and repairing		2509
Wire chief		2510

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Wire communications equipment installing and repairing.		2511
Wire communications equipment inspecting		2512
Cryptographic equipment installing and repairing		2513
Automatic telegraph communications switching equipment installing and repairing.		2514
Communications cable installing and repairing		2549
Wire communication work supervising		2551
Wire communications central office inspecting		2554
Teletype maintenance inspecting		2555
Wire communications cable inspecting		2556
Telephone installing		2558
Intercommunication systems installing		2559
Miscellaneous electronic equipment installation and maintenance.		2601
Electronic measurement equipment mechanic		2602
Electron tube making		2603
Electronics mechanic		2604
Mine control systems repairing		2605
Electronic industrial controls mechanic		2606
Electronic test equipment operating		2607
Electronic digital computer mechanic		2608
Radio equipment inspecting		2609
Electronic integrated systems mechanic		2610
Fire control instrument inspecting		2612
Fire control instrument making, installing, and repairing.		2613
Electronics mechanic		2614
Electronic equipment inspecting		2615
Motion picture sound transmission installing and repairing.		2616
Electronic fire control systems making, installing, and repairing		2617
Electronic fire control systems inspecting		2618
Electronic-mechanical communications equipment installing and repairing.		2619
Television equipment installing and repairing		2620
Toll office telephone equipment installing and repairing.		2621
Electronic-mechanical industrial equipment repairing.		2622
Domestic radio and television receiver repairing		2640
Fire control systems inspecting (marine)		2641
Electronic systems inspection (marine)		2642
Engraved circuit making		2643
Test range equipment repairing		2644
Electronic torpedo overhaul, repair, and testing		2645
Electronic integrated systems mechanic		2650
Electronic equipment repair supervising		2651
Electronic equipment repair inspector supervising		2652
Radio installing		2653
Radio repairing		2654
UHF radio repairing		2655

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Data Representations—Continued

Name	Definition/Explanation	Code
Ground radio installing		2656
Radar repairing		2657
Radar repair inspecting		2658
Electronic automatic pilot mechanical		2660
Radio-radar equipment installing		2661
Radio-radar equipment installation inspecting		2662
Electronic industrial controls mechanic		2663
Electronic amplifier repairing		2664
Electronic amplifier repair inspecting		2665
System optical sight repairing		2666
Electronic computing sight repairing		2667
Bombing-navigational system analyzing		2668
Fire control system analyzing		2669
Electronic quality control inspecting		2670
Electronic systems inspecting		2671
Radio repair inspecting		2674
Television repairing		2675
Electronic instrument and control system repairing		2676
Electronic instrument and control system repair inspecting.		2677
Radar antenna pattern testing		2678
Electronic measurement equipment quality control inspecting.		2679
Electronic test equipment repairing		2680
Electronic equipment fabricating		2681
Electronic standards calibrating		2682
Electronic equipment field maintaining		2683
UHF radio overhaul inspecting		2684
Electronic test equipment inspecting		2685
Experimental airborne electronic systems analyzing		2687
Electronic subassembly repairing		2688
Laboratory electronic test equipment testing		2689
Digital computer mechanic		2690
Analog computer maintaining		2691
Electronic systems experimenting		2692
Experimental electronic systems modifying		2693
Experimental electronic systems inspecting		2694
Remote control electronic equipment maintaining		2695
Radio repairing and installing		2696
Automatic checkout equipment analyzing		2697
Telecommunications security systems equipment repairing.		2698
Cryptoequipment repair inspecting		2699
Miscellaneous quartz crystal work		2701
Crystal cutting		2702
Crystal etching and dicing		2703
Crystal finishing		2704
Crystal inspecting		2705
Crystal lapping		2706

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Crystal orienting		2707
Crystal technician		2708
Quartz crystal work supervising		2751
Quartz crystal orienting and cutting		2752
Crystal blank dimensioning		2753
Crystal calibrating		2754
Crystal plating		2755
Crystal etching		2756
Crystal X-raying		2757
Crystal quality control inspecting		2770
Miscellaneous electrical installation and maintenance		2801
Electrical installing and repairing (marine)		2802
Electrical working (studio)		2803
Electrical inspecting		2804
Electrician		2805
Electrical line working		2806
Electrical motor repairing		2807
Electrical working (powerhouse)		2808
Armature winding		2809
Electrician (high voltage)		2810
Electrical inspecting (marine)		2840
Experimental electrical equipment testing		2841
Electrical mechanical equipment repairing		2842
Electrical instrument repairing		2843
Electrical test and development working		2844
Electrical work supervising		2851
Electrical motor modifying		2853
Electrical equipment repairing		2854
Electrical maintenance inspecting		2855
Lineman maintenance inspecting		2856
Light fixture servicing		2857
Spark plug working		2858
Time recording equipment repairing		2859
Aircraft electrical equipment repair helping		2860
Electrical—mechanical overhaul supervising		2861
Electrical—mechanical overhaul inspector supervising		2862
Electrical equipment disassembling		2863
Electrical—mechanical accessory repairing		2864
Electrical—mechanical accessory testing		2865
Electrical rotomotive accessory assembling		2866
Magneto repairing		2867
Fixed electrical accessory repairing		2868
Ignition harness repairing		2869
Electrical components quality control inspecting		2870
Wire coding machine operating		2871
Electrical harness inspecting		2872
Electrical harness fabricating		2873
Electrical—mechanical accessory inspecting		2874
Ignition harness inspecting		2875

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Magneto inspecting		2876
Electrical power supply repairing		2877
Electrical harness repairing		2878
Electrical training devices fabricating		2879
Experimental aircraft systems electrical		2880
Test electrical systems fabricating		2881
Test facilities electrical		2882
Transformer and choke manufacturing		2883
Electrical equipment inspecting		2885
Antenna repairing		2886
Aircraft electrical systems quality control inspecting		2887
Missile systems electrical		[illegible]
Aircraft electrical overhaul supervising		2891
Aircraft electrical systems installing and repairing		2892
Aircraft electrical systems inspecting		2893
Airframe electrical equipment installing		2894
Airframe electrical equipment installation inspecting		2895
Electrical—mechanical devices repairing		2896
Aircraft turret repairing		2897
Armament accessories repairing		2898
Armament accessories and turret inspecting		2899
Miscellaneous electronic equipment operation		2901
Public address equipment operating		2902
Radio transmitter operating		2903
Test range tracking		2940
Miscellaneous fabric and leather work		3101
Leatherworking		3102
Shoe repairing		3103
Canvas working		3104
Fabric working		3105
Upholstering		3106
Tailoring		3108
Sewing		3110
Sewing machine operating		3111
Marking and cutting		3113
Mattress making and repairing		3114
Parachute making and repairing		3115
Pillowmaking and renovating		3116
Belt working		3117
Embroidering		3118
Broom and brush making		3119
Parachute inspecting		3120
Parachute packing		3121
Leather products inspecting		3122
Floor covering		3124
Ropemaking		3140
Airship fabric repairing		3141
Pattern cutting		3142
Ticketing		3143
Finishing		3144

Data Representations—Continued

Name	Definition/Explanation	Code
Fabric and leather work supervising		3151
Fabric, leather, and textile inspecting		3152
Textile and leather working		3153
Garment repairing		3154
Pressing		3156
Textile products dry cleaning		3157
Seamstress		3158
Airframe fabric working		3160
Parachute repairing and packing		3165
Textile quality control inspecting		3170
Clothing sample cutting		3180
Survival equipment manufacturing		3181
Experimental parachute manufacturing		3182
Clothing samplemaking		3183
Environmental clothing manufacturing		3184
Parachute manufacture inspecting		3185
Experimental parachute packing		3186
Clothing patternmaking		3187
Miscellaneous glass work		3201
Auto glass repairing		3202
Glazing		3203
Glassblowing		3204
Miscellaneous instrument work		3301
Meteorological instrument repairing		3303
Industrial instrument repairing		3305
Optical instrument repairing		3306
Nautical instrument repairing		3307
Photographic equipment repairing		3308
Timekeeping instrument repairing		3309
Industrial instrument inspecting		3310
Fire control instrument making, installing, and repairing		3311
Fire control instrument inspecting		3312
Instrument making		3314
Nuclear reactor instrument systems mechanic		3315
Scale building, installing, and repairing		3341
Electromechanical flight training devices repairing		3342
Motion picture equipment mechanic		3343
Optical instrument making		3344
Instrument making (general)		3345
Instrument overhaul supervising		3351
Instrument overhaul inspecting supervising		3352
Optical instrument—photographic equipment repair inspecting.		3353
Instrument sealing		3354
Aircraft instrument and control systems mechanical		3355
Liquid compass repairing		3356
Electrical test equipment repairing		3357
Electrical indicating instrument repairing		3358
Instrument mechanic		3359
Electromechanical, electronic, and gyroscope instrument repairing.		3360
Free gyro repairing		3361

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Dimensional measuring devices repairing		3362
Pneumatic gyro repairing		3363
Projection equipment repairing		3364
Pressure instrument repairing		3365
Electronic regulator system repairing		3366
Electromechanical instrument and controls repair inspecting.		3368
Electronic regulator system repair inspecting		3369
Instrument quality control inspecting		3370
Optical equipment quality control inspecting		3371
Electrical instrument standards calibrating		3372
Pressure and geared instrument standards calibrating		3373
Guidance unit repairing		3374
Guidance unit testing		3375
Servopositioner repairing		3376
Missile mechanical components repair inspecting		3377
Miniaturized galvanometer repairing		3378
Optical measurement equipment quality control inspecting.		3379
Electrical instrument modifying		3381
Experimental instrument mechanical		3382
Pressure instrument modifying		3383
Experimental optical-photographic instrument mechanical		3384
Flight test experimental instrument fabricating		3385
Optical tracker modifying and operating		3386
System optical sight repairing		3387
Inertial platform overhaul inspecting supervising		3390
Inertial platform overhaul supervising		3391
Inertial gyro repairing		3392
Inertial accelerometer repairing		3393
Inertial gyro and accelerometer inspecting		3394
Inertial gyro and accelerometer calibrating and testing		3395
Inertial platform mechanical		3396
Inertial platform inspecting		3397
Inertial platform calibrating and testing		3398
Inertial platform calibration inspecting		3399
Miscellaneous machine tool work		3401
Automatic screw machine operating		3402
Model making (metal)		3403
Boring mill operating		3404
Patternmaking (metal)		3405
Buffing and polishing		3406
Coil or wire machine operating		3407
Drill press operating		3409
Automotive machining		3410
Engine lathe operating		3411
Instrument making and repairing		3412
Machined parts inspecting		3413

Data Representations—Continued

Name	Definition/Explanation	Code
Machining		3414
Milling machine operating		3415
Toolmaking		3416
Tool grinding and repairing		3417
Turret lathe operating		3419
Layout working		3420
Planer operating		3421
Power saw operating		3422
Broaching machine operating		3423
Grinding machine operating		3424
Honing and lapping machine operating		3425
Profiling machine operating		3426
Shaper machine operating		3427
Die sinking		3428
Production machine operating		3429
Tool and gage checking		3430
Machine tool operating		3431
Gear cutting machine operating		3432
Machine tool inspecting		3433
Coinage die making		3441
Coinage die setting		3442
Ordnance machining		3443
Machinetool work supervising		3451
Pantograph machine operating		3452
Maintenance machining		3453
Springmaking		3454
General machine operating		3455
Aircraft engine parts reconditioning		3456
Aircraft engine reconditioned parts inspecting		3457
Aircraft engine machined components inspecting		3459
Aircraft parts reconditioning		3460
Machine tool work inspecting		3461
Test equipment repairing		3462
Propellant specimen cutting		3463
Parts reworking		3464
Aircraft engine cylinder reworking		3465
Pneumatic accessories repairing		3467
Metal cutting bandsaw operating		3468
Pneumatic accessories repair inspecting		3469
Machined components quality control inspecting		3470
Bearing quality control inspecting		3471
Dimensional measurement methods inspecting		3474
Precision measuring equipment inspecting		3475
Carbide toolmaking		3476
Parts rework machine operating		3477
Power hack saw operating		3478
Mechanical compressor repairing		3481
Gas turbine repairing		3482
Gas turbine and mechanical compressor repair inspecting.		3484
Experimental machining		3487
Experimental project machining		3488

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Miscellaneous general services and support work		3501
Laboring		3502
Housekeeping		3503
Ground maintenance		3504
Baggage handling		3505
Summer aid/student aid		3506
Deckhand-sailor		3507
Pipeline working		3508
Utilities maintenance working		3510
Laboratory working		3511
Studio-property handling		3512
Coin/currency checking		3513
Choker setting		3514
Laboratory support working		3515
Window washing		3540
Axeman		3541
Industrial cleaning		3542
Stevedoring		3543
Freight and baggage handling		3544
Pier facilities working		3545
Railroad repairing		3546
Sanitation services supervising		3551
Greenskeeping		3554
Workhand		3555
Greenhouse working		3560
Gardening		3562
Tree culture working		3563
Custodial working		3565
Janitor		3566
Door operating		3567
Aircraft freight loading		3568
Janitorial work inspecting		3569
Pest control		3570
Aircraft loadmaster		3571
Disposal working		3576
Miscellaneous structural and finishing work		3601
Cement finishing		3602
Masonry		3603
Tile setting		3604
Plastering		3605
Roofing		3606
Bricklaying		3607
Molding, materials		3608
Floor covering installing		3609
Insulating		3610
Glazing		3611
Stone cutting		3640
Stone carving		3641
Stone setting		3642
Terrazzo working		3643
Waterproofing		3644
Cement gun operating		3646
Grout caulking		3647

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Asphalt working		3653
Miscellaneous metal processing		3701
Flame/arc cutting		3702
Welding		3703
Blacksmithing		3704
Welding inspecting		3705
Core making		3706
Metalizing		3707
Metal process working		3708
Cast room working		3709
Furnace tending (foundry)		3710
Electroplating		3711
Heat treating		3712
Chipping		3713
Molding		3714
Smeltering		3715
Leadburning		3716
Anodizing		3717
Galvanizing		3718
Metal surface treating		3719
Brazing and soldering		3720
Shrink pit operating		3721
Cold working		3722
Casting machine operating		3723
Castings inspecting		3724
Battery repairing		3725
Spot welding		3726
Buffing and polishing		3727
Metal phototransferring		3735
Circuit board making		3736
Forgings heating		3740
Furnace operating		3741
Machine operating, rolling and cutting		3742
Retort operating		3743
Refining equipment operating		3744
Pilot plant equipment operating		3745
Rotary kiln operating		3746
Welder helping		3750
Metal processing supervising		3751
Aircraft welding		3752
Aircraft welding inspecting		3753
Production welding		3754
Welding machine operating		3755
Production welding inspecting		3756
Metal burning equipment operating		3757
Machine welding inspecting		3758
Oxygraph cutting torch operating		3759
Battery repair inspecting		3760
Electroplating inspecting		3761
Industrial electroplating inspecting		3762
Industrial electroplating		3763
Electroplating working		3764
Industrial radiography		3765

Data Representations—Continued

Name	Definition/Explanation	Code
Battery servicing		3767
Magnetic particle-liquid penetrant inspecting		3768
Shot peening machine operating		3769
Electroplating quality control inspecting		3770
Materials process quality control inspecting		3771
Experimental alloy processing		3782
Experimental welding		3783
Missile test facility welding		3784
Miscellaneous metal work		3801
Forging machine operating		3802
Punch press operating		3803
Coppersmithing		3804
Metal products inspecting		3805
Sheet metal mechanic		3806
Structural/ornamental iron working		3807
Boilermaker		3808
Mobile equipment metal mechanic		3809
Forgings heating operating		3810
Metal furniture making and repairing		3811
Heavy-duty fabrication machine operating		3812
Forgings inspecting		3813
Automotive or engineer equipment repairing (radiator).		3814
Pneumatic tool operating		3815
Engraving		3816
Locksmithing		3817
Springmaking		3818
Airframe jig fitting		3819
Shipfitting		3820
Blacksmithing		3830
Rolling and cutting machine operating		3831
Medal making		3832
Transfer engraving		3833
Electron tube making		3835
Reinforcing iron working		3840
Ornamental iron working		3841
Metal spinning machine operating		3842
Sheet and plate metal working		3843
Sheet and plant metal equipment operating		3844
Aircraft sheet metal template inspecting		3845
Metal phototransferring		3846
Airship hangar repairing/scaffold building (metal)		3847
Aircraft metal work supervising		3851
Aircraft sheet metal working		3853
Engine metal container repairing		3854
Metal container repairing		3855
Metal tube working		3856
Cable working		3857
Metal tank and radiator repairing		3858
Metal tank and radiator repair inspecting		3859
Mobile equipment metal working		3860
Aircraft sheet metal manufacturing		3861
Aircraft sheet metal work inspecting		3862
Aircraft engine sheet metal parts inspecting		3863

Data Representations—Continued

Name	Definition/Explanation	Code
Aircraft sheet metal template making		3864
Aircraft sheet metal parts repairing		3865
Aircraft engine sheet metal parts repairing		3866
Aircraft sheet metal parts repair inspecting		3867
Sheet metal work inspecting		3868
Metal forming machine operating		3869
Metal parts quality control inspecting		3870
Aircraft sheet metal quality control inspecting		3871
Metal tube making, installing, and repairing		3872
Metal tube inspecting		3873
Oil cooler working		3874
Experimental sheet metal parts fabricating		3880
Project sheet metal fabricating		3881
Aircraft sheet metal modifying		3882
Aircraft project sheet metal modifying		3883
Miscellaneous motion picture, radio, television, and sound equipment operation.		3901
Makeup working		3902
Studio grip		3903
Studio sound boom working		3904
Property handling		3905
Property handling (drapery)		3906
Property handling (wardrobe)		3907
Scenery working		3908
Motion picture film inspecting and reclaiming		3909
Motion picture projection		3910
Sound recording equipment operating		3911
Motion picture negative working		3912
Motion picture developing machine operating		3913
Motion picture printing machine operating		3914
Film slitting machine operating		3915
Film cleaning machine operating		3916
Magnastrip applicating machine operating		3917
Film searching		3918
Television equipment operating		3919
Broadcasting equipment operating		3940
Public address equipment operating		3941
Film library working		3954
Film inspecting and repairing		3956
Film acceptance inspecting		3957
Miscellaneous lens and crystal work		4001
Blocking (optical elements)		4002
Cementing (optical elements)		4003
Optical element working		4005
Grinding (optical elements)		4006
Plating (optical elements)		4007
Optical instrument assembling		4008
Lens coating		4009
Prescription eyeglass making		4010
Spectacle lens surfacing		4011
Optical etching		4012
Optical element inspecting		4013
Quartz crystal working		4015

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Miscellaneous optical working		4040
Precision lens and prism and test plate making		4041
Miscellaneous painting and paperhanging		4101
Painting		4102
Paperhanging		4103
Sign painting		4104
Paint milling		4105
Wallboard taping		4106
Scenery painting		4110
Aircraft painting		4140
Painting inspecting		4141
Street designating and marking		4142
Automotive painting		4143
Industrial painting		4153
Production painting		4155
Instrument dial painting		4157
Miscellaneous plumbing and pipefitting		4201
Automatic sprinkler system installing and repairing		4202
Insulator		4203
Pipefitting		4204
Pipefitting (marine)		4205
Plumbing		4206
Steamfitting		4207
Sprinkler system inspecting and repairing		4208
Fire hydrant servicing		4209
Water meter installing		4240
Tapping machine operating		4241
Pipe caulking		4243
Pipefitting inspecting (marine)		4244
Pipefitting supervising		4251
Fuel distribution system mechanical		4255
Fuel distribution system inspecting		4256
Miscellaneous pliable materials work		4301
Model making (plastic)		4303
Plastic molding equipment operating		4351
Plastic fabricating		4352
Plastic working inspecting		4353
Transparent enclosure repairing		4354
Plastic work quality control inspecting		4355
Rubber products molding		4360
Rubber equipment repairing		4361
Glassblowing		4370
Plaster pattern casting		4371
Molding		4373
Core making		4374
Experimental plastic working		4382
Miscellaneous printing and reproduction		4401
Bindery working		4402
Hand composing		4403
Drafting (offset)		4404
Film assembling-stripping		4405
Letterpress operating		4406
Linotype machine operating		4407

Data Representations—Continued

Name	Definition/Explanation	Code
Relief model reproduction		4408
Mounting		4409
Monotype casting machine operating and repairing		4410
Monotype keyboard operating		4411
Mimeograph operating		4412
Negative engraving		4413
Offset photography		4414
Plate graining		4415
Platemaking		4416
Offset press operating		4417
Printing plant equipment repairing		4418
Silk screen making and printing		4419
Transferring		4420
Chemical mixing		4421
Dot etching		4422
Pantograph engraving machine operating		4423
Multigraph operating		4424
Photoengraving		4425
Relief map model making		4426
Xerox operating		4427
Blueprint and diazo equipment operating		4428
Photostat operating		4429
Microphotography working		4430
Photo composition machine operating		4431
Compositor (paste-up)		4432
Proofreader/type placement equipment operating		4433
Stereotype platemaking		4440
Bookbinding		4441
Lithographic and printing working		4442
Miscellaneous duplicating equipment operating		4443
Fluid process plate maker		4444
Bank note designing		4445
Bank note engraving		4446
Sculptural engraving		4447
Siderographic transferring		4448
Electrolytic intaglio platemaking		4449
Intaglio die and plate finishing		4450
Power paper cutter operating		4451
Power collator operating		4452
Dye processing		4453
Intaglio press operating		4454
Ozalid operating		4460
Blueprint equipment operating		4461
Addressing equipment operating		4462
Lithographic quality control inspecting		4463
Typewriter composing machine operating		4491
Reviewers and revisers		4492
Proofreader		4493
Maker-up		4494
Imposer		4495
Electrotype molder and finisher		4496
Miscellaneous rubber work		4501
Tires and tube inspecting		4502

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Rubber products fabricating and repairing		4503
Tires and tube repairing		4504
Survival equipment servicing		4505
Rubber products inspecting		4507
Rubber compounding		4508
Rubber work supervising		4551
Aircraft mechanic (rubber)		4553
Rubber equipment repairing		4554
Rubber quality control inspecting		4570
Miscellaneous woodwork		4601
Blocking and bracing		4602
Boat repairing		4603
Wood working		4604
Wood crafting		4605
Carpentry (marine)		4606
Carpentry		4607
Saw mill operating		4608
Crate making		4609
Carpentry (studio)		4610
Dunnage making		4611
Furniture repairing		4613
Model making (wood)		4614
Nailing machine operating		4615
Patternmaking		4616
Power saw operating (wood)		4617
Woodworking machine operating		4618
Wood body repairing		4619
Shoe last repairing		4620
Crating		4621
Crating inspecting		4622
Gun stock making and finishing		4623
Timber working		4639
Planer operating (sawmill)		4640
Milling		4641
Timber framing		4642
Wooden sign making		4643
Orthopedic devices woodworking		4644
Lathing		4645
Wallboard taping		4646
Carpenter helping		4650
Woodworking supervising		4651
Woodworking		4652
Woodworking inspecting		4653
Form block making		4654
Roof maintenance		4655
Industrial carpentry		4656
Floor and cabinet covering		4657
Crating and warehousing supervising		4658
Production crating		4659
Wood container assembling		4660
Wood container making		4661
Crating inspecting		4662

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Blocking and loading inspecting		4663
Wooden structures inspecting		4665
Lumber inspecting		4667
Reclamation lumber inspecting		4668
Miscellaneous general maintenance and operations work		4701
Construction supervising		4702
Construction and maintenance supervising		4703
Maintenance supervising		4704
Maintenance inspecting		4705
River and harbor construction and maintenance supervising		4706
Preventive maintenance working		4707
Instrument maker		4712
Model making		4714
Exhibits making/modeling		4715
Railroad car repairing		4716
Boat building and repairing		4717
General equipment mechanic		4737
Antenna tower installing and maintaining		4738
Buildings and grounds maintenance		4739
General facilities and equipment repairing		4740
General equipment operating		4741
Utility systems repairing-operating		4742
General inspecting		4743
Aeronautical and space research laboratory facilities supervising.		4744
Research laboratory mechanic		4745
Experimental mechanical equipment repairing		4746
Laboratory helping		4747
Model making (general)		4748
Maintenance mechanic		4749
Building maintaining		4752
Cemetary caretaking		4754
Construction and maintenance inspecting		4755
Roads and grounds maintenance supervising		4756
Caretaking		4757
Repair and maintenance estimating		4758
Rock bolt maintaining		4759
Miscellaneous general equipment maintenance		4801
Musical instrument repairing		4802
Fire extinguisher servicing		4803
Garden equipment repairing		4804
Medical equipment repairing		4805
Office appliance repairing		4806
Chemical equipment repairing		4807
Custodial equipment servicing		4808
Recreational equipment repairing		4809
Sponging equipment repairing		4810
Musical instrument inspecting		4811
Saw reconditioning		4812
Office appliance inspecting		4813

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Survey equipment servicing		4814
Chemical equipment inspecting		4815
Protective and safety equipment fabricating and repairing.		4816
Protective and safety equipment inspecting		4817
Radiology equipment repairing		4818
Bowling equipment repairing		4819
Vending machine repairing		4820
Scale building, installing, and repairing		4538
Film processing equipment repairing		4839
Tool and equipment repairing		4840
Window shade assembling, installing, and repairing		4841
Traffic and parking devices maintaining		4842
Navigation aids maintaining		4843
Bicycle repairing		4844
Orthopedic appliance repairing		4845
Gas cylinder repairing and charging		4846
Diamond drill setting		4847
Mechanical parts repairing		4848
Valve and pump repairing		4849
Bearing reconditioning		4850
Reclamation working		4851
Domestic appliance repairing		4855
Office appliance quality control inspecting		4870
Aids to navigation operating		4871
Miscellaneous plastic materials manufacturing		4901
Plastic materials making		4902
Plastic materials inspecting		4903
Miscellaneous plant and animal work		5001
Farming		5002
Gardening		5003
Cemetery caretaking		5004
Tree felling		5010
Choker setting		5012
Nursery working		5013
Airplane cargo packaging		5014
Airplane cargo dropping		5015
Smokechasing		5016
Portable pump operating		5017
Forest power tool operating		5018
Animal packing		5020
Forest working		5021
Forest fire fighting		5022
Dairy plant operating		5025
Pest controlling		5026
Crops research helping		5027
Soil research helping		5028
Poultry research helping		5029
Livestock research helping		5030
Insects production working		5031
Laboratory animal research helping		5032
Farm equipment operating		5033

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Dairy farming		5034
Livestock ranching/wrangling		5035
Irrigating		5036
Swineherding		5037
Beefherding		5038
Horse wrangling		5039
Radiation equipment attending		5040
Poultry farming		5041
Tree trimming and removing		5042
Greenhouse attending		5043
Livestock slaughtering		5044
Fur seal working		5045
Field support		5046
Animal caretaking		5048
Farm operation supervising		5051
Miscellaneous occupations		5201
Mine and tunnel working		5202
Blasting		5203
Broom and brush making		5204
Gas and radiation detecting		5205
Swimming pool operating		5206
Submarine and torpedo net rigging		5207
Thermochemical battery making		5208
Refuse collection, transfer, and disposal		5209
Rigging		5210
Gamma-ray logging instrument operating		5211
Laboratory worker		5212
Exhibits making		5213
Cartographic aids making		5214
Mining equipment maintaining		5215
Steward		5216
Shipwright		5220
Lofting		5221
Diving		5222
Airplane cargo dropping		5230
Test range tracking		5235
Miscellaneous industrial equipment maintenance		5301
Woodworking machine repairing		5302
Asbestos working		5303
Gas generating plant repairing		5304
Air conditioning equipment mechanic		5306
Shoe machine repairing		5307
Gas appliance repairing		5308
Heating and boiler plant equipment mechanic		5309
Kitchen/bakery equipment repairing		5310
Locksmithing		5311
Sewing machine repairing		5312
Elevator mechanic		5313
Gasoline distribution equipment repairing		5314
Millwright		5315
Laundry and dry cleaning equipment repairing		5317
Lock and dam repairing		5318

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Gasoline motor repairing		5319
Coffee plant equipment repairing		5320
Laundry and dry cleaning equipment inspecting		5321
Refrigeration and air-conditioning equipment inspecting.		5322
Oiling and greasing		5323
Powerhouse equipment repairing		5324
Utilities equipment control repairing		5325
Drawbridge repairing		5326
Powerhouse equipment repairing		5327
Hydraulic equipment repairing		5328
Machine tool and metal working machine repairing		5329
Printing equipment repairing		5330
Sponging equipment repairing		5333
Marine machinery mechanic		5334
Wind tunnel mechanic		5335
Dehumidification equipment repairing		5338
Well and irrigation pump repairing		5339
Sewage plant maintaining		5340
Industrial furnace building and repairing		5341
Mail processing equipment maintaining and repairing		5342
Conveyor maintaining and repairing		5343
Diesel and gasoline engine repairing		5344
Fish facilities repairing		5345
Aircraft launching and arresting devices repairing		5346
Aircraft launching and arresting devices inspecting		5347
Pumping equipment repairing		5348
Pumping plant and power plant repairing		5349
Production machinery mechanic		5350
Machine and hand tool repairing		5351
Industrial equipment mechanic		5352
Fixed industrial equipment inspecting		5353
Power plant equipment repairing		5354
Tramway maintenance mechanical		5355
Fixed industrial equipment maintenance supervising		5356
Air compressor repairing		5357
Evaporative cooler servicing		5358
Diesel-electric generator repairing		5359
Test machinery maintaining		5360
Power generating equipment mechanical		5361
Prefabricated metal working		5362
Airframe jig aligning		5363
Door systems mechanic		5364
Physiological trainer mechanic		5365
Cryogenic systems mechanical		5366
Power plant engine mechanical		5367
Pump repairing		5368
Fixed industrial equipment quality control inspecting		5370
Numerically controlled machine maintaining and repairing		5371
Powered support systems mechanic		5378
Test cell pressure systems mechanical		5379
Climatic facility maintaining		5380
Sewing machine modifying		5381
Test reactor control and instrumentation specialist		5382

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Remote control mechanical equipment maintaining		5383
Geodynamic facility installing and repairing		5384
Propellant system mechanical		5385
Miscellaneous industrial equipment operation		5401
Boiler plant operating		5402
Incinerator operating		5403
Operating engineer, gas systems		5404
Steam plant operating		5405
Utility systems operating		5406
Electric power controlling		5407
Sewage disposal plant operating		5408
Water treatment plant operating		5409
Asphalt plant operating/asphalt and/or concrete plant operating		5410
Air compressor operating		5411
Coal unloader operating		5412
Fuel distribution system operating		5413
Baling machine operating		5414
Air-conditioning equipment operating		5415
Coffee plant equipment operating		5416
Parts and equipment steam cleaner operating		5417
Parts and equipment cleaning inspecting		5418
Stationary-engine operating		5419
Alum plant operating		5420
Rubber compounding		5421
Fumigating and decontaminating equipment operating		5422
Sandblasting		5423
Weighing machine operating		5424
Insect and rodent control		5425
Lock and dam operating		5426
Chemical plant operating		5427
Biological plant operating		5428
Chemical test unit operating		5429
Drawbridge operating		5430
Furnace operating, popping plant		5431
Fish facility operating		5432
Gas generating plant operating		5433
Bakery equipment operating		5434
Carton/bagmaking machine operating		5435
Sponging equipment operating		5436
Paper processing machine operating		5437
Elevator operator		5438
Testing/equipment operating		5439
Packaging machine operating		5440
Chemical research equipment operating		5441
Food/feed processing equipment operating		5444
Brick and cement products equipment operating		5445
Textile equipment operating		5446
Feed plant operating		5447
Cotton gin operating		5448
Pumping plant operating		5449
Conveyor operating		5450

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Utilities operation supervising		5451
Diesel electric generator operating		5452
Bridge crane operating		5453
Solvent still operating		5454
Paper pulping machine operating		5455
Processing machine operating		5456
Ion exchange system operating		5457
Sewage pumping station operating		5458
Industrial waste plant operating		5459
Waste pumping plant operating—maintaining		5460
Fuel distribution system operation inspecting		5461
Industrial washer system operating		5462
Electrical power dispatching		5463
Automatic canning machine operating		5464
Pinking machine operating		5465
Zyglo processing		5466
Incinerator plant working		5467
Building engineer		5468
Boiler water control working		5469
Control panel operating		5470
Gantry crane operating		5471
Steam plant distribution station working		5472
Oil reclamation equipment operating		5473
Preparation plant operating		5475
Concrete/mortar mixer operating		5477
Portable equipment operating		5478
Dredging equipment operating		5479
Climatic facility operating		5480
Nuclear reactor operating		5481
Climatic chamber operating		5482
Dam setting		5483
Counting machine operating		5484
Aircraft weight and balance operating		5485
Swimming pool operating		5486
Rotary well drilling		5499
Miscellaneous quarry work		5501
Quarry drilling machine operating		5502
Scalping machine operating		5503
Explosives detonating		5504
Crusher operating		5505
Miscellaneous currency, securities, coin and medal manufacturing.		5601
Coin press operating		5602
Upsetting equipment operating		5603
Automatic coin scales operating		5604
Coin counting machine operating		5605
Coin packaging machine operating		5606
Sweeps cellar operating		5607
Medal making		5608
Transfer engraving		5609
Coin, medal, and planchet inspecting		5610
Minting and refining helping		5611

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Minting and refining skilled working		5612
Coinage operations and maintenance supervising		5613
Securities designing		5614
Intaglio die and plate finishing		5615
Bank note die sinking		5616
Electrolytic intaglio plate making		5617
Bank note engraving		5618
Intaglio plate printing		5619
Steel plate hardening		5620
Transferring, siderographic		5621
Securities processing and plant working		5622
Miscellaneous transportation/mobile equipment operation		5701
Amphibian truck operating		5702
Motor vehicle operating		5703
Fork lift operating		5704
Tractor operating		5705
Road sweeper operating		5706
Tank driving		5707
Truck driving		5708
Warehouse tractor operating		5709
Crane-shovel operating		5710
Mud jack operating		5711
Electric bridge crane operating		5712
Concrete or mortar mixer operating		5713
Staff car operating		5714
Diesel tender operating		5715
Engineering equipment operating		5716
Gantry crane operating		5717
Grading equipment operating		5718
Heavy duty earth hauling equipment operating		5719
Lumber carrier operating		5720
Motor grader operating		5721
Rigging		5722
Boat operating		5723
Ship operating		5724
Crane operating		5725
Trench digging machine operating		5726
Warehouse crane operating		5727
Crane groundsman working		5728
Drill rig operating		5729
Core drill inspecting		5730
Mining/tunneling machine operating		5731
Pneumatic tool operating		5732
Wheel operating		5734
Braking-switching and conducting		5736
Locomotive engineering		5737
Railroad maintenance vehicle operating		5738
Ditch cleaner operating		5739
Loading equipment operating		5741
Well drilling equipment operating		5742
Trash rack equipment operating		5743

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Heavy tractor operating		5744
Weed control equipment operating		5745
Roller operating		5746
Concrete pump operating		5747
Mobile power tool and equipment operating		5748
Cement gun mixing machine operating		5749
Mobile equipment operation supervising		5751
Mobile equipment driving testing		5752
Light vehicle operating		5753
Medium vehicle operating		5754
Heavy vehicle operating		5755
Tractor trailer operating		5756
Ambulance operating		5757
Reclamation crash truck operating		5758
Aircraft light towing equipment operating		5759
Aircraft heavy towing equipment operating		5760
Earth and refuse handling equipment operating		5761
Automotive vehicle operation supervising		5762
Light crane operating		5763
Solid propellant missile attending		5764
Locomotive crane operating		5765
Excavating equipment operating		5766
Airfield clearing equipment operating		5767
Aircraft refueling vehicle operating		5768
Test crane operating		5788
Miscellaneous transportation/mobile equipment maintenance.		5801
Engineer equipment inspecting		5802
Heavy mobile equipment mechanic		5803
Diesel engine repairing		5804
Fire protection equipment repairing		5805
Mobile equipment servicing		5806
Combat vehicle repairing		5807
Combat vehicle inspecting		5808
Combat vehicle repairing (fuel and electrical systems)		5809
Motorcycle repairing		5811
Automotive equipment inspecting		5814
Automotive equipment testing		5816
Automotive or engineer equipment repairing (fuel and electrical systems.)		5818
Automotive equipment repairing (frame and wheel aligning)		5821
Automotive equipment repairing (engine rebuilding)		5822
Automotive mechanic		5823
Automotive or engineer equipment repairing (wheels and brakes)		5825
Drill equipment repairing		5827
Warehouse materials handling equipment repairing		5828
Farm equipment repairing		5840
Automotive and engineering equipment repairing		5841
Diesel engine inspecting		5842
Warehouse materials handling equipment inspecting		5843

Data Representations—Continued

Name	Definition/Explanation	Code
Automotive repair estimating		5844
Heavy duty equipment repair estimating		5845
Mobile equipment maintenance supervising		5851
Mobile equipment inspection supervising		5852
Industrial engine disassembling		5853
Industrial engine assembling		5854
Industrial engine testing		5855
Industrial engine assembly inspecting		5856
Powered ground equipment repairing		5857
Powered ground equipment repair inspecting		5858
Mobile equipment storage conditioning		5859
Mobile equipment accessory repairing		5861
Mobile equipment accessory repair inspecting		5862
Mobile equipment gear case repairing		5863
Mobile equipment repairing		5865
Automotive tire mounting		5866
Mobile equipment frame straightening		5867
Mobile equipment quality control inspecting		5870
Mobile equipment tire and wheel assembly inspecting		5871
Mobile equipment servicing		5872
Mobile equipment repair inspecting		5873
Diesel-electric locomotive mechanical		5874
Diesel-electric locomotive repair inspecting		5875
Electromotive equipment mechanic		5876
Fire and crash truck mechanical		5877
Powered ground equipment mechanical		5878
Powered ground equipment condition inspecting		5880
Mobile equipment condition inspecting		5881
Miscellaneous marine operations		5901
Amphibian truck operating		5902
Boat operating		5903
Bucket dredge operating		5904
Deck equipment operating		5905
Deckhand-seaman		5906
Derrickboat operating		5907
Dipper dredge operating		5908
Dredging equipment operating		5909
Barge operating		5910
Engineer (diesel)		5911
Engineer (diesel-electric)		5912
Engineer (steam)		5913
Engineer (steam electric)		5914
Fireman-watertender		5915
Hyacinth removal plant operating		5916
Master-mate (hopper dredge)		5917
Master-mate (ocean-going vessels, large surveys boats, towboats and/or tugs)		5918
Master-mate (pipeline dredge)		5919
Pile driver operating (floating plant)		5920
Pilot		5921
Pipelineman		5922

Data Representations–Continued

Name	*Definition/Explanation*	*Code*
Quartermaster		5923
Revetment working		5924
Shipkeeping		5925
Wiper-oiler		5926
Quarterboat utilities operating		5927
Scowman		5928
Master-mate (snagboat)		5929
Debris working (marine)		5930
Dockhand		5931
Dockmaster		5932
Seaman-fisherman		5943
Cook-seaman		5944
Floating crane operating		5945
Work barge equipment operating		5946
Motor barge operating		5947
Marine engineering (general)		5948
Master-mate (fishing vessel)		5949
Radio officer		5950
Purser		5951
Railroad operation supervising		6001
Brakeman		6002
Brakeman and conductor		6003
Locomotive engineer		6004
Locomotive firing		6005
Yardmaster		6006
Subway car operating		6040
Dinkey engineering		6041
Train baggageman		6042
Railroad car inspecting		6055
Miscellaneous railroad maintenance		6101
Locomotive electrical systems repairing		6102
Locomotive inspecting		6103
Locomotive repairing		6104
Railroad car repairing		6105
Railroad repairer		6106
Railroad car inspecting		6146
Power ballaster operating		6147
Track laying machine operating		6148
Railroad car oiling		6149
Railroad maintenance vehicle operator		6150
Carman		6198
Miscellaneous marine maintenance		6201
Fender making		6202
Marine equipment repairing		6203
Ship rigging		6205
Loftsman		6206
Pier facilities working		6207
Diving		6208
Marine equipment inspecting		6210
Ships surveyor (general)		6216
Ship fleet maintaining		6240
Shipbuilding inspection supervising		6248

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Boat repairing		6249
Marine maintenance inspecting		6251
Marine storage conditioning		6252
Marine engine repairing		6253
Miscellaneous ammunition, explosives, and toxic materials work		6501
Explosives operating		6502
Powder operating		6504
Munitions destroying		6505
Ammunition loading inspecting		6506
Powder and explosives inspecting		6507
Blasting		6510
Missile/toxic materials handling		6511
Toxic material handling		6512
Explosives gage and weighing machine operating		6513
Surveillance inspecting		6514
Small arms ammunition inspecting		6515
Munitions making		6516
Explosives test operating		6517
Munitions working		6552
Miscellaneous armament work		6601
Artillery assembling		6602
Artillery disassembling		6603
Artillery inspecting		6604
Artillery repairing		6605
Artillery testing		6606
Small-arms assembling		6607
Small-arms disassembling		6608
Small-arms inspecting		6609
Small-arms repairing		6610
Ammunition timing devices assembling		6611
Guided missile mechanical installing and repairing		6612
Guided missile mechanical inspecting		6613
Ordnance repairing (torpedo)		6640
Ordnance equipment mechanic		6641
Ordnance mechanical assemblies inspecting		6642
Ordnance systems inspecting		6643
Armament quality control inspecting		6645
Armament work supervising		6651
Aircraft ordnance systems mechanic		6652
Aircraft armament turret working		6653
Armament work inspecting		6654
Special weapons systems mechanic		6656
Special weapons inspecting		6657
Tow target servicing		6658
Egress and jettison systems mechanical		6659
Gunsmithing		6660
Aircraft ejection seat repairing		6661
Gun and cannon repairing		6662
Cartridge actuated devices repairing		6663
Small arms servicing		6664
Missile launcher repairing		6665

Data Representations—Continued

Name	Definition/Explanation	Code
Miscellaneous manufacture and repair shop operation		6701
Shop checking		6702
Production planning		6703
Production estimating		6704
Materials expediter		6705
Expenditure order writing		6706
Miscellaneous warehousing and stock handling		6901
Lumber handling		6902
Coal handling		6903
Tools and parts attending		6904
Warehousing (bin)		6905
Warehousing (bulk)		6906
Warehouse working		6907
Warehousing-forklift operating		6908
Materials expediting		6910
Salvage labor		6911
Material sorting and classifying		6912
Store working		6914
Train-baggage handling		6920
Grain fleet working		6940
Bulk money handling		6941
Lightman		6942
Powder storing		6943
Aircraft storing		6944
Medical and dental supplies inspecting		6945
Supply inspection supervising		6946
Supply work supervising		6951
Service station operating		6954
Service station attending		6955
Supply processing and delivery		6956
Parts routing		6957
Parts expediting		6958
Stock handling		6959
Warehousing		6960
Freight checking		6961
Materials processing		6962
Tool crib attending		6963
Stock room attending		6964
Materials and equipment inspecting		6965
Identification and condition verifying		6966
Personal flight equipment handling		6967
Aircraft freight loading		6968
Aircraft missile loading		6969
Miscellaneous packing and processing		7001
Packing		7002
Packing inspecting		7003
Preservation packaging		7004
Processing inspecting		7005
Preservation service		7006
Mechanical equipment processing inspecting		7007
Strapping and marking		7008

Data Representations—Continued

Name	Definition/Explanation	Code
Equipment cleaning		7009
Parachute packing		7010
Packing and processing supervising		7051
Preservation-packing		7053
Light preservation packing		7054
Preservation and packing working		7055
Parcel post packing		7056
Publications packing		7057
Preservative dipping		7058
Preservation packing inspecting		7059
Cryptographic material packing		7060
Household goods shipment inspecting		7069
Packaging quality control inspecting		7070
Experimental packaging		7080
Miscellaneous laundry, dry cleaning, and pressing		7301
Laundry marking, classifying and sorting		7302
Laundry receiving and shipping		7303
Laundry working		7304
Laundry machine operating		7305
Pressing		7306
Dry cleaning		7307
Laundry mending		7308
Laundry foreman		7351
Dry cleaning plant foreman		7352
Marking, sorting, and checking		7353
Laundry press operating		7354
Garment pressing		7355
Laundry supervising		7356
Laundry sewing machine operating		7357
Miscellaneous food preparation and serving		7401
Baking		7402
Baking (pastry)		7403
Cooking		7404
Bartending		7405
Dough mixing		7406
Meatcutting		7407
Food service working		7408
Fat rendering		7409
Ice cream making		7410
Livestock slaughtering		7411
Waiter		7420
Counterwoman (man)		7441
Diet cooking		7452
Table waiting		7453
Pantryman		7454
Diet working		7455
Meat wrapping		7465
Porter		7494
Dishwasher		7495
Miscellaneous medical services		7501
Laboratory, dispensary, and hospital working		7502

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Ward attending		7504
Medical and dental unit working		7540
Nursery attending		7555
Miscellaneous personal services		7601
Store worker		7602
Barbering		7603
Clothing fitting		7604
Shoe fitting		7605
Personal servicing		7606
Mortuary attending		7607
Wardrobe handling		7608
Bus attending		7640
Beautician		7641
Clothing sales clerk		7642
Clerk-tailor		7643
Merchandise sales		7644
Commissary operation supervising		7651
Commissary stock handling		7652
Produce attending		7655
Display fabricating		7660
Meat wrapping		7666
Meat market attending		7667
Miscellaneous animal caretaking		7701
Teamster		7702
Stable hand		7703
Riding (horse)		7704
Training (horse and mule)		7705
Animal caretaker		7706
Fish hatchery working		7740
Poundkeeping		7741
Weir working		7742
Miscellaneous fluid systems maintenance		8201
Aircraft pneumatic systems repairing		8203
Aircraft pneumatic systems inspecting		8204
Fluid system work supervising		8251
Fluid system work inspector supervising		8252
Fluid system components working		8253
Fluid system components servicing		8254
Pneudraulic systems mechanic		8255
Fluid system components inspecting		8256
In-flight refueling equipment repairing		8257
In-flight refueling equipment inspecting		8258
Fluid system quality control inspecting		8259
Aircraft brake repairing		8260
Aircraft brake inspecting		8261
Landing gear repairing		8262
Landing gear inspecting		8263
Hydraulic power supply repairing		8264
Servo hydraulic components testing		8265
Hydraulic transmission repairing		8266
Hydraulic transmission inspecting		8267

Data Representations—Continued

Name	Definition/Explanation	Code
Aircraft pneudraulic systems mechanic		8268
Hydromechanical fuel control repairing		8270
Hydromechanical fuel control inspecting		8271
Pneumatic accessories repairing		8272
Pneumatic accessories inspecting		8273
Turbine powered systems repairing		8274
Turbine powered systems inspecting		8275
Hydrostatic equipment working		8276
Hydrostatic equipment inspecting		8277
Aircraft oxygen systems repairing and installing		8278
Missile systems mechanical		8279
Experimental aircraft engine accessory testing		8280
Landing gear test mechanical		8281
Hydraulic components tests mechanical		8282
Hydraulic test cabinet operating		8283
Pneudraulic training devices fabricating		8284
Missile mechanical systems inspecting		8285
Miscellaneous instrumentation		8301
Research instrumentation installation inspecting		8302
Instrumentation supervising		8351
Instrumentation devices fabricating		8353
Instrumentation systems modifying		8354
Airborne instrumentation analyzing		8355
Range instrumentation analyzing		8356
Aircraft engine test cell instrumentation calibrating		8357
Miscellaneous reclamation work		8401
Reclamation working		8452
Industrial shop working		8453
Hose assembling		8454
Bearing reclaiming		8455
Bearing inspecting		8456
Parts reworking		8457
Parts inspecting		8458
Mechanical components repairing		8459
Mechanical components inspecting		8460
Miscellaneous aircraft propeller overhaul		8501
Aircraft propeller overhaul supervising		8551
Aircraft propeller disassembling		8552
Aircraft propeller assembling		8553
Aircraft propeller mechanical		8554
Aircraft propeller overhaul inspecting		8555
Aircraft propeller blade straightening		8556
Aircraft propeller assembly inspecting		8557
Aircraft propeller quality control inspecting		8570
Experimental aircraft propeller modifying		8580
Experimental helicopter rotor modifying		8582
Experimental propeller controls testing		8584
Propeller-rotor electric whirl testing		8586
Miscellaneous engine overhaul		8601
Aircraft engine mechanic		8602
Aircraft engine accessories and parts repairing		8603

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Small engine mechanic		**8610**
Fluid systems components working		**8630**
Aircraft power unit assembling		**8640**
Aircraft power unit assembly inspecting		**8641**
Aircraft engine cylinder assembling		**8642**
Aircraft engine piston assembling		**8643**
Aircraft engine oil analyzing		**8645**
Aircraft engine overhaul supervising		**8651**
Aircraft engine overhaul inspecting		**8652**
Aircraft engine disassembling		**8653**
Aircraft engine pickling		**8654**
Aircraft engine assembly supervising		**8655**
Aircraft engine assembly inspector supervising		**8656**
Aircraft piston engine sub-assembling		**8657**
Aircraft piston engine assembling		**8658**
Aircraft piston engine assembly inspecting		**8659**
Aircraft jet engine sub-assembling		**8660**
Aircraft jet engine assembling		**8661**
Aircraft jet engine assembling inspecting		**8662**
Aircraft piston engine mechanical		**8663**
Aircraft jet engine mechanical		**8664**
Aircraft engine storage processing		**8665**
Aircraft engine storage process inspecting		**8666**
Aircraft engine test supervising		**8667**
Aircraft piston engine testing		**8668**
Aircraft piston engine test inspecting		**8669**
Aircraft jet engine testing		**8670**
Aircraft jet engine test inspecting		**8671**
Turbine powered starter mechanical		**8672**
Turbine powered starter overhaul inspecting		**8673**
Engine parts coating		**8674**
Liquid fuel rocket engine mechanic		**8675**
Jet engine compressor-turbine assembly inspecting		**8676**
Jet engine compressor assembling		**8677**
Aircraft piston engine test assembling		**8678**
Aircraft jet engine test assembling		**8679**
Experimental aircraft engine modifying		**8680**
Experimental aircraft engine accessory testing/Jet engine rotor balancing		**8681**
Experimental aircraft engine test inspecting		**8682**
Experimental rocket sled mechanical		**8683**
Aircraft engine quality control inspecting		**8684**
Experimental rocket engine testing		**8685**
Experimental rocket engine inspecting		**8686**
Experimental rocket facility mechanical		**8687**
Experimental aircraft engine testing		**8688**
Experimental aircraft engine test mechanical		**8689**
Experimental missile system mechanical		**8690**
Liquid fuel rocket engine quality control inspecting		**8691**
Aircraft engine gearbox testing		**8692**
Experiment nuclear engine components testing		**8693**

Data Representations—Continued

Name	Definition/Explanation	Code
Fuels and lubricants test equipment operating		8694
Missile electrical power plant repairing		8695
Electric propulsion testing		8696
Liquid fuel rocket engine testing		8697
Liquid fuel rocket engine overhaul inspecting		8698
Rocket propellant testing		8699
Miscellaneous manufacture, repair, and industrial support supervising.		8701
Quality control inspector supervising		8702
Aircraft components inspector supervising		8703
Aircraft components repair supervising		8705
Aircraft associated equipment inspecting		8706
Missile maintenance supervising		8707
Aircraft and systems overhaul supervising		8755
Precision equipment calibration supervising		8756
Manufacture and repair inspector supervising		8757
Aircraft and systems overhaul inspector supervising		8758
Manufacture and repair inspecting		8759
Industrial shop services supervising		8760
Miscellaneous aircraft overhaul		8801
Airship erecting and repairing		8802
Aircraft pneumatic systems repairing		8803
Aircraft pneumatic systems inspecting		8804
Aircraft plaster patternmaking		8805
Aircraft examining		8806
Aircraft propeller/rotor mechanic		8807
Aircraft overhaul supervising		8851
Aircraft mechanic		8852
Aircraft overhaul inspecting		8853
Aircraft disassembling		8854
Aircraft repairing		8855
Airframe assembly inspecting		8856
Airframe parts assembling		8857
Aircraft metal surfaces conditioning		8858
Aircraft storage conditioning		8859
Aircraft storage condition inspecting		8860
Solid propellant missile repairing		8861
Aircraft servicing		8862
Aircraft tire mounting		8863
Solid propellant missile mechanical		8864
Flight mechanic		8865
Solid propellant missile inspecting		8866
Aircraft disassembly inspecting		8867
Aircraft mechanical components repairing		8868
Aircraft hardware repairing		8869
Aircraft quality control inspecting		8870
Aircraft integral tank sealing		8871
Helicopter mechanical		8872
Aircraft work sequencing		8873
Gas cylinder serviceman (aircraft)		8874
Flight line mechanical		8875
Damaged aircraft inspecting		8876

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Aircraft services inspecting		8877
Aircraft weight and balance inspecting		8879
Experimental aircraft test mechanical		8880
Experimental aircraft inspecting		8881
Airframe test operating		8882
Tension patch working		8883
Escape and recovery systems mechanical		8886
Balloon launching		8887
Wind tunnel maintaining		8888
Aerodynamic model instrumentating		8889
Mechanical training devices fabricating		8890
Experimental rocket sled brake servicing		8891
Experimental rocket sled inspecting		8893
Research rocket mechanical		8894
Experimental aircraft modifying		8895
Aerodynamic research mechanical		8897
Miscellaneous film processing		9001
Film assembling and repairing		9003
Motion picture developing/printing machine operating		9004
Photographic solution mixing		9055
X-ray film processing		9094
Miscellaneous Vessel Jobs Excluded from the Federal Wage System by 5 U.S.C. 5342		9801
Master		9802
Deck officer		9803
Junior deck officer		9804
Radio officer		9805
Radio officer (freighter)		9806
Relief deck officer		9807
Alaska pilot		9808
Damage control instructor		9809
Deck cadet		9810
Boatswain		9811
Boatswain (freighter)		9812
Carpenter		9813
Carpenter (freighter)		9814
Master-at-arms		9815
Watchman (fire)		9816
Yeoman (deck)		9817
Storekeeper (deck)		9818
Yeoman-storekeeper (deck)		9819
Boatswain's mate		9820
Boatswain's mate (heavy lift operator)		9821
Boatswain's mate (day)		9822
Boatswain's mate (watch)		9823
Carpenter's mate		9824
Able seaman		9825
Able seaman maintenance		9826
Chief engineer		9827
Assistant engineer		9828
Assistant engineer (day)		9829
Relief engineer		9830

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
Engine cadet		9831
Deck engineer		9832
Chief electrician (P-2 turbo-electric)		9833
Chief electrician		9834
Refrigeration engineer (refrigerated cargo)		9835
Refrigeration engineer (passenger and dry cargo)		9836
Refrigeration engineer (day)		9837
Machinist		9838
Plumber		9839
Plumber-machinist		9840
Deck engineer-machinist		9841
Student observer (unlicensed junior engineer)		9842
Yeoman (engine)		9843
Storekeeper (engine)		9844
Yeoman-storekeeper (engine)		9845
Pumpman		9846
Assistant electrician		9847
Electrician (watch)		9848
Electrician		9849
Electrician (day)		9850
Electrician-maintenance		9851
Electrician (watch P-2 turbo-electric)		9852
Engine utilityman		9853
Evaporator-utilityman		9854
Oiler		9855
Oiler (diesel)		9856
Refrigeration oiler		9857
Fireman (oil)		9858
Wiper		9859
Steward		9860
Steward (freighter)		9861
Steward (troop mess)		9862
Steward (sanitation)		9863
Stewardess		9864
Steward-cook (freighter)		9865
Chief cook		9866
Chief cook (freighter)		9867
Yeoman (steward)		9868
Storekeeper (steward)		9869
Yeoman-storekeeper (steward)		9870
Baker		9871
Butcher		9872
Cook		9873
Cook-baker (freighter)		9874
Night cook and baker (freighter)		9875
Deck steward		9876
Cook (freighter)		9877
Galleyman		9878
Messman		9879
Utilityman		9880
Linenkeeper		9881
Waiter		9882

Data Representations—Continued

Name	Definition/Explanation	Code
Room steward		9883
Porter		9884
Pantryman		9885
Night pantryman		9886
Laundry foreman		9887
Laundryman		9888
Purser (freighter)		9889
Yeoman-storekeeper (purser)		9890
Surgeon		9891
Nurse		9892
Orderly		9893
Deckhand-seaman		9894
Fireman-watertender		9895
Pilot		9896
Seaman-fisherman		9897
Master-mate (fishing vessel)		9898
Purser		9899

ORGANIZATION IDENTIFICATION

Implementation Date: January 1982

Definition: The unique identification of an agency of the Federal Government and, in some cases, the first administrative subdivisions of the agency.

Maintenance Agency: Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Elements(s)

Title and Definition	*Size/ Class*
Agency code—The agency and, sometimes, the bureau or first administrative subdivision of the agency, in which the person is employed.	4A/N

Data Representations

Name	*Definition/Explanation*	*Code*
	The first two positions of the code are the code for the agency, the last two positions of the code are the bureau or first administrative subdivision of the agency. In cases where no subelement code have been assigned to an agency, the last two positions of the code are always zero-filled.	
	LEGISLATIVE BRANCH	
Architect of the Capitol		LA00
Botanic Garden		LB00
Congress:		
U.S. Senate Disbursing Office		LL01
House of Representatives—Members		LL02
House of Representatives—Sergeant at Arms		LL03
Commission on Security and Cooperation in Europe		LL04
Congressional Budget Office		LD00
Copyright Royalty Tribunal		LR00
Cost Accounting Standards Board		CJ00
General Accounting Office		LG00
Government Printing Office		LP00
Library of Congress		LC00
Motor Carrier Ratemaking Study Commission		LJ00
Office of Technology Assessment		LH00
United States Tax Court		LT00
	JUDICIAL BRANCH	
Judicial Branch:		
Administrative Office of the U.S. Courts		JL01
Supreme Court of U.S.—Office of the Marshal		JL02

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE BRANCH (EXECUTIVE OFFICE OF THE PRESIDENT)	
Council of Economic Advisers		CE00
Council on Environmental Quality		EQ00
Council on Wage and Price Stability		WP00
Domestic Policy Staff		DC00
Executive Residence at the White House		EX00
National Security Council		NS00
Office of Administration		EC00
Office of Management and Budget		BO00
Office of Science and Technology Policy		TS00
Office of the United States Trade Representative		TN00
Office of the Vice President		OV00
White House:		
White House Office		WH01
Office of the President		WH03
	EXECUTIVE DEPARTMENTS	
Department of Agriculture:		
Office of the Secretary		AG01
Agricultural Marketing Service		AG02
Agricultural Research Service		AG03
Agricultural Stabilization and Conservation Service.		AG05
Farmers Home Administration		AG07
Federal Crop Insurance Corporation		AG08
Extension Service		AG09
Foreign Agricultural Service		AG10
Forest Service		AG11
National Agricultural Library		AG12
Office of Governmental and Public Affairs		AG13
Office of the General Counsel		AG14
Rural Electrification Administration		AG15
Soil Conservation Service		AG16
Economic Research Service		AG18
Statistical Reporting Service		AG20
Cooperative State Research Service		AG22
Office of the Inspector General		AG23
Office of Energy		AG26
Packers and Stockyards Administration		AG28
Agricultural Cooperative Service		AG29
Food and Nutrition Service		AG30
Office of Rural Development Policy		AG32
Animal and Plant Health Inspection Service		AG34
Economics Management Staff		AG35
Federal Grain Inspection Service		AG36
Food Safety and Inspection Service		AG37
World Agricultural Outlook Board		AG38
Science and Education Administration		AG40
Office of Budget and Program Analysis		AG42
Office of International Cooperation and Development		AG43
Office of Transportation		AG45
Marketing and Inspection Management Staff		AG46
Science and Education Management Staff		AG47
Human Nutrition Information Service		AG48
Science and Education Program Staff		AG49
Office of Safety and Health Management		AG72

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Agriculture—Continued		
Office of Small and Disadvantaged Business Utilization		AG74
Office of Administrative Law Judges		AG92
Office of Equal Opportunity		AG95
Office of Personnel		AG96
Office of Operations and Finance		AG97
Department of the Air Force:		
Alaskan Air Command		AF0A
U.S. Air Force Academy		AF0B
U.S. Air Forces in Europe		AF0D
Air Force Accounting and Finance Center		AF0E
Air Force Logistics Command		AF0F
Air Force Systems Command		AF0H
Air Training Command		AF0J
HQ Air Force Reserve		AF0M
Headquarters USAF		AF0N
Military Airlift Command		AF0Q
Pacific Air Forces		AF0R
Strategic Air Command		AF0S
Tactical Air Command		AF0T
Electronic Security Command		AF0U
Air Force Communications Service		AF0Y
Aerospace Defense Center		AF0Z
Air National Guard (Technical)		AFNG
Air Force Inspection and Safety Center		AF02
Air Force Testing and Evaluation Center		AF03
Air Force Intelligence Service		AF05
Air Force Audit Agency		AF06
Air Force Office of Special Investigations		AF07
Air Force Office of Security Police		AF08
USAF Military Personnel Center		AF09
Air Force Engineering and Services Center		AF1W
Air Force Commissary Service		AF1X
Air Force Legal Services Center		AF2E
Air Force Medical Services Center		AF2F
Air Force Service Information News Center		AF2G
Air Force Combat Operations Center		AF2H
Headquarters, Air National Guard Support Center		AF2I
1947 Administrative Support Group		AF2J
Arnold F. Simpson Historical Research Center		AF2K
Air Force Technical Applications Center		AF2L
Air Force Elements Europe		AF3G
Reservists, Central Managed		AF3I
Air Force Elements Other		AF3V
Air National Guard		AF34

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of the Army:		
Army National Guard		ARNG
The Adjutant General		ARAG
U.S. Army Intelligence and Security Command		ARAS
U.S. Army Audit Agency		ARAU
U.S. Army Criminal Investigation Command		ARCB
U.S. Army Communications Command		ARCC
U.S. Army Corps of Engineers		ARCE
U.S. Army Computer Systems Command		ARCM
Office Chief of Staff, US Army		ARCS
U.S. Army Europe and Seventh Army		ARE1
21st Support Command		ARE2
U.S. Army Southern European Task Force		ARE3
Berlin Brigade		ARE4
U.S. Army V Corps (USAREUR)		ARE5
32nd Army Air Defense Command (USAREUR)		ARE6
U.S. Army VII Corps (USAREUR)		ARE7
7th Medical Command (USAREUR)		ARE8
4th Transportation Brigade (USAREUR)		ARE9
59th Ordnance Brigade (USAREUR)		ARE0
1st Personnel Command		AREB
7th Signal Brigade (USAREUR)		ARED
U.S. Army Special Forces (USAREUR)		AREF
56th Field Artillery Brigade (USAREUR)		AREH
18th Engineer Brigade		AREJ
42d Military Police Group		AREK
502d ASA Group, Europe		AREL
Seventh Army Training Command		AREN
2nd Armored Division (FWD)		AREP
U.S. Army Forces Command		ARFC
National Guard Bureau		ARGB
U.S. Army Health Services Command		ARHS
U.S. Army Element SHAPE		ARJ1
Joint Activities		ARJA
U.S. Army Military Academy		ARMA
The Office of Surgeon General		ARMD
U.S. Army Military Personnel Center		ARMP
Military Traffic Management Command		ARMT
U.S. Army Military District of Washington		ARMW
U.S. Army Western Command		ARP1
U.S. Army, Japan		ARP3
Eighth U.S. Army		ARP8
Military Enlistment Processing Command		ARPC
U.S. Army Recruiting Command		ARRC
Office, Secretary of the Army		ARSA
U.S. Army Ballistic Missile Defense Systems Command.		ARSC

Data Representations—Continued

Name	Definition/Explanation	Code
	EXECUTIVE DEPARTMENTS—Continued	
Department of the Army—Continued		
Field Operating Agencies of the OSA and the Army Staff.		ARSF
U.S. Army Training and Doctrine Command		ARTC
U.S. Army Material Development and Readiness Command, Headquarters.		ARX2
U.S. Army Material Development and Readiness Command, Headquarters Staff Support Activities.		ARX3
U.S. Army Material Development and Readiness Command, Training Activities.		ARX4
U.S. Army Material Development and Readiness Command, All Others.		ARX5
U.S. Missile Command		ARX6
U.S. Army DARCOM U.S. Army Tank Automotive Command		ARX7
U.S. Army Communications Electronics Command, (CECOM)		ARX8
U.S. Army Armament Research and Development Command.		ARXA
U.S. Army Aviation Research and Development Command.		ARXB
U.S. Army Electronics Research and Development Command.		ARXD
U.S. Army Mobility Equipment Research and Development Command.		ARXF
U.S. Army Natick Research and Development Center.		ARXG
U.S. Army DARCOM, Research Labs		ARXJ
U.S. Army DARCOM, Material Acquisition Activities.		ARXK
U.S. Army DARCOM, Material Acquisition Project Managers.		ARXL
U.S. Army Test and Evaluation Command		ARXM
U.S. Army Security Assistance Center		ARXP
U.S. Army Armament Material Readiness Command.		ARXQ
U.S. Army Troop Support and Aviation Material Readiness Command.		ARXR
U.S. Army DARCOM, (Reserved)		ARXV
U.S. Army Depot Systems Command		ARXW
Material Readiness Activities		ARXX
Material Readiness Project Managers		ARXY
Department of Commerce:		
Office of the Secretary		CM01
Economic Development Administration		CM03
Bureau of Economic Analysis		CM05
National Oceanic and Atmospheric Administration.		CM07

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Commerce—Continued		
International Trade Administration		CM09
Patent Office		CM11
National Bureau of Standards		CM13
U.S. Travel Service		CM14
Minority Business Development Agency		CM25
Office of Product Standards		CM26
National Telecommunications and Information Administration.		CM27
National Technical Information Service		CM30
Bureau of the Census		CM37
Bureau of Industrial Economics		CM38
Office of Economic Affairs		CM39
Office of the Inspector General		CM41
Department of Defense (Excluding Military Departments):		
Office of the Secretary of Defense		DD01
Organization of the Joint Chiefs of Staff		DD02
Defense Nuclear Agency		DD03
Defense Communications Agency		DD04
Defense Intelligence Agency		DD05
Defense Security Assistance Agency		DD06
Defense Logistics Agency		DD07
U.S. Court of Military Appeals		DD08
Armed Forces Information and Education Activities.		DD09
Defense Contract Audit Agency		DD10
Defense Mapping Agency		DD11
Defense Investigative Service		DD12
Defense Advanced Research Projects Agency		DD13
Defense Civil Preparedness Agency		DD14
Uniformed Services University of the Health Sciences.		DD15
Office of Dependents Schools		DD16
Civilian Health and Medical Program of the Uniformed Services.		DD17
Tri-Service Medical Information System Program Office.		DD18
Defense Audit Service		DD20
Washington Headquarters Services		DD21
President's Commission on Military Compensation.		DD22
Office of Economic Adjustment		DD23
Defense Audiovisual Agency		DD24
Defense Legal Services		0025
Department of Education		
Office of the Secretary		EDEA
Intergovernmental Advisory Council on Education		EDEB
Federal Interagency Committee on Education		EDEE
Assistant Secretary for Civil Rights		EDEC
General Counsel		EDFG
Inspector General		ED[illegible]F
Administrator of Education for Overseas Dependents		EDEX

Data Representations—Continued

Name	Definition/Explanation	Code
	EXECUTIVE DEPARTMENTS—Continued	
Department of Education—Continued		
Assistant Secretary for Special Education and Rehabilitative Services		EDEH
Assistant Secretary for Elementary and Secondary Education		EDES
Assistant Secretary for Vocational and Adult Education		EDEV
Assistant Secretary for Post Secondary Education		EDEP
Director of Bilingual Education and Minority Languages Affairs		EDEL
Assistant Secretary for Educational Research and Improvement		EDER
Department of Energy		DN00
Department of Health and Human Services		
Office of the Secretary of Health and Human Services		HE10
Pubuc Health Service		
Office of the Assistant Secretary for Health		HE31
Alcohol, Drug Abuse, and Mental Health Administration.		HE32
Health Services Administration		HE33
Food and Drug Administration		HE36
Health Resources Administration		HE37
National Institutes of Health		HE38
Center for Disease Control		HE39
Social Security Administration		HE40
Office of Human Development		HE60
Health Care Financing Administration		HE70
Office of Child Support Enforcement		HE91
Office of Community Services		HE92
Department of Housing and Urban Development		
Office of the Secretary		HUAA
Assistant Secretary for Administration		HUBB
Assistant Secretary for Community Planning and Development		HUDD
Assistant Secretary for Fair Housing and Equal Opportunity		HUEE
Assistant Secretary for Housing—Federal Housing Commissioner		HUMM
Assistant Secretary for Legislative and Intergovernmental Relations		HUJJ
Assistant Secretary for Neighborhoods Voluntary Associations and Consumer Protection		HULL
Assistant Secretary for Policy Development and Research		HURR
Government National Mortgage Association		HUTT
New Community Development Corporation		HUNN
Office of the General Counsel		HUCC
Office of the Inspector General		HUGG
Office of the Regional Administrator, Region 1		HU01

Data Representations—Continued

Name	Definition/Explanation	Code
	EXECUTIVE DEPARTMENTS—Continued	
Department of Housing and Urban Development		
Office of the Regional Administrator, Region 2		HU02
Office of the Regional Administrator, Region 3		HU03
Office of the Regional Administrator, Region 4		HU04
Office of the Regional Administrator, Region 5		HU05
Office of the Regional Administrator, Region 6		HU06
Office of the Regional Administrator, Region 7		HU07
Office of the Regional Administrator, Region 8		HU08
Office of the Regional Administrator, Region 9		HU09
Office of the Regional Administrator, Region 10		HU10
Department of the Interior:		
Office of the Secretary		IN01
Bureau of Land Management		IN05
Bureau of Indian Affairs		IN06
Bureau of Reclamation		IN07
Geological Survey		IN08
Bureau of Mines		IN09
National Park Service		IN10
U.S. Fish and Wildlife Service		IN15
Office of the Solicitor		IN21
Office of Surface Mining Reclamation and Enforcement.		IN22
Department of Justice:		
Offices, Divisions, and Boards		DJ01
Federal Bureau of Investigation		DJ02
Bureau of Prisons		DJ03
Immigration and Naturalization Service		DJ04
Bureau of Prisons Industries		DJ05
Drug Enforcement Administration		DJ06
Office of Justice Assistance, Research and Statistics		DJ07
U.S. Marshals Service		DJ08
Department of Labor:		
Office of the Secretary		DLAA
Assistant Secretary for Administration and Management		DLAM
Assistant Secretary for Policy, Evaluation and Research		DLPE
Bureau of International Labor Affairs		DLBL
Bureau of Labor Statistics		DLLS
Employment Standards Administration		DLES
Employment and Training Administration		DLET
Labor Management Services Administration		DLLM
Mine Safety and Health Administration		DLMS
Occupational Safety and Health Administration		DLSH
Solicitor		DLSL
Miscellaneous Special-Committees-Commissions		DLXO
National Occupational Information Coordinating Committee.		DL21
Department of the Navy:		
Immediate Office of the Secretary (IOS)		NV08
Navy Staff Offices (NSO)		NV09
Navy Field Offices (NFO)		NV10
Chief of Naval Operations (CNO)		NV11
Office of Naval Research (ONR)		NV14
Intelligence Command (INTCOM)		NV15

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of Navy—Continued		
Bureau of Medicine and Surgery (BUMED)		NV10
Air Systems Command (NAVAIR)		NV19
Bureau of Naval Personnel (BUPERS)		NV22
Supply Systems Command (NAVSUP)		NV23
Naval Sea Systems Command		NV24
Facilities Engineering Command (NAVFAC)		NV25
Marine Corps (MARCORPS)		NV27
Special Projects Office (SPO)		NV30
Military Sealift Command (MSC)		NV33
Chief of Naval Material (CNM)		NV37
Electronic Systems Command (NAVELE)		NV39
Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT).		NV60
Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR).		NV61
Chief of Naval Training (CNT)		NV62
Communications Command (COMMCOM)		NV63
Weather Service Command (WEASERV)		NV64
Oceanographer of the Navy (OCEANAV)		NV65
Security Group Command (SECGRU)		NV69
Commander in Chief, U.S. Pacific Fleet (CINCPACFLT).		NV70
Chief of Naval Reserve		NV72
Director of Laboratory Programs (DLP)		NV78
Department of State:		
State, regular		ST01
International Boundary and Water Commission		ST03
Department of Transportation:		
Office of the Secretary		TD01
U.S. Coast Guard		TD02
Federal Aviation Administration		TD03
Federal Highway Administration		TD04
Federal Railroad Administration		TD05
Saint Lawrence Seaway Development Corporation		TD06
The Alaska Railroad		TD08
Urban Mass Transportation Administration		TD09
National Highway Traffic Safety Administration		TD10
Research and Special Programs Administration		TD11
Office of the Inspector General		TD12
Maritime Administration		TD13

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	EXECUTIVE DEPARTMENTS—Continued	
Department of the Treasury:		
Office of the Secretary		**TR01**
Bureau of Government Financial Operations		**TR02**
Comptroller of the Currency		**TR04**
United States Customs Service		**TR05**
Bureau of Engraving and Printing		**TR06**
Internal Revenue Service		**TR07**
Bureau of the Mint		**TR08**
U.S. Savings Bonds Division		**TR10**
Bureau of the Public Debt		**TR11**
U.S. Secret Service		**TR12**
Federal Law Enforcement Training Center		**TR14**
Bureau of Alcohol, Tobacco, and Firearms		**TR15**
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS	
ACTION		**KG00**
Administrative Conference of the United States		**AA00**
Advisory Commission on Intergovernmental Relations.		**AC00**
Advisory Committee on Federal Pay		**CP00**
Advisory Council on Historic Preservation		**HP00**
Alaska Natural Gas Transportation System		**AK00**
American Battle Monuments Commission		**AB00**
Appalachian Regional Commission		**AP00**
Arms Control and Disarmament Agency		**AD00**
Board for International Broadcasting		**BR00**
Central Intelligence Agency		**CI00**
Civil Aeronautics Board		**CA00**
Coastal Plains Regional Commission		**BA00**
Commission of Fine Arts		**CF00**
Commission on Civil Rights		**CC00**
Commission on Wartime Relocation and Internment of Civilians		WT00
Committee for Purchase of Product and Services of the Blind and Other Severely Handicapped.		**HB00**
Commodity Futures Trading Commission		**CT00**
Consumer Product Safety Commission		**SK00**
Delaware River Basin Commission		**DR00**
District of Columbia Government		**DI00**
Environmental Protection Agency		**EP00**
Equal Employment Opportunity Commission		**EE00**
Export-Import Bank of the United States		**EB00**
Farm Credit Administration		**FL00**
Federal Communications Commission		**FC00**

Data Representations—**Continued**

Name	*Definition/Explanation*	*Code*
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS—Continued	
Federal Deposit Insurance Corporation		FD00
Federal Election Commission		LF00
Federal Emergency Management Agency		EM00
Federal Home Loan Bank Board:		
The Board		FH01
Office of Examinations and Supervision		FH02
Federal Savings and Loan Insurance Corporation		FH03
Federal Labor Relations Authority		AU00
Federal Maritime Commission		MC00
Federal Mediation and Conciliation Service		FM00
Federal Mine Safety and Health Review Commission		RS00
Federal Reserve System—Board of Governors		FR00
Federal Trade Commission		FT00
Foreign Claims Settlement Commission		FS00
Four Corners Regional Commission		FX00
General Services Administration:		
Executive Direction		GS01
Public Building Service		GS03
Federal Supply Service		GS04
National Archives and Records Service		GS06
Automated Data and Telecommunications Service		GS07
Transportation and Public Utilities Service		GS08
Federal Property Resources Service		GS09
Office of Administration		GS11
Office of General Counsel		GS12
Board of Contract Appeals		GS13
Office of Human Resources and Organization		GS14
Office of Inspector General		GS15
Office of Acquisition Policy		GS16
Office of External Affairs		GS17
Harry S. Truman Scholarship Foundation		HT00
Inter-American Foundation		IF00
International Communication Agency		IB00
Interstate Commerce Commission		IC00
Japan-United States Friendship Commission		UJ00
Marine Mammal Commission		MA00
Merit Systems Protection Board		BD00
National Advisory Commission on Resource Conservation and Recovery		AV00
National Advisory Committee on the Oceans and Atmosphere.		OA00
National Aeronautics and Space Administration:		
Headquarters		NN10
Ames Research Center		NN21
Lewis Research Center		NN22
Langley Research Center		NN23

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS—Continued	
National Aeronautics & Space Administration—Con.		
Flight Research Center		NN24
Goddard Space Flight Center		NN51
Wallops Station		NN53
NASA Pasadena Office		NN56
Marshall Space Flight Center		NN62
National Space Technology Laboratories		NN64
Johnson Space Center		NN72
Kennedy Space Center		NN76
Office of Inspector General		NN80
National Alcohol Fuels Commission		FU00
National Capital Planning Commission		NP00
National Commission on Libraries and Information Science.		CX00
National Commission on Student Financial Assistance		SY00
National Commission on Unemployment Compensation.		UC00
National Credit Union Administration		CU00
National Foundation on the Arts and the Humanities		AH00
National Endowment for the Arts		AH01
National Endowment for the Humanities		AH02
National Labor Relations Board		NL00
National Mediation Board		NM00
National Science Foundation		NF00
National Security Agency		SP00
National Transportation Policy Study Commission		TG00
National Transportation Safety Board		TB00
Navajo and Hopi Indian Relocation Commission		RE00
New England Regional Commission		NE00
Nuclear Regulatory Commission		NU00
Nuclear Safety Oversight Committee		NJ00
Occupational Safety and Health Review Commission		OS00
Old West Regional Commission		MJ00
Ozarks Regional Commission		OZ00
Pacific-Northwest Regional Commission		PN00
Panama Canal Commission		PC00
Peace Corps		PU00
Pennsylvania Avenue Development Corporation		PK00
Pension Benefit Guaranty Corporation		BG00
Postal Rate Commission		PJ00
President's Commission for the Study of Ethical Problems in Medicine and Biomedical and Behavioral Research		PG00

Data Representations—Continued

Name	Definition/Explanation	Code
	OTHER AGENCIES AND INDEPENDENT ESTABLISHMENTS—Continued	
President's Commission on the Coal Industry		KL00
Public International Organizations	5 U.S.C. 3581	PI00
Railroad Retirement Board		RR00
Securities and Exchange Commission		SE00
Selective Service System		SS00
Small Business Administration		SB00
Smithsonian Institution		SM00
National Gallery of Art		SM01
Southwest Border Regional Commission		WB00
Susquehanna River Basin Commission		SU00
Tennessee Valley Authority		TV00
United States International Development Cooperation Agency		AM00
Office of the Director		AMAD
Agency for International Development		AMAG
Overseas Private Investment Corporation		AMPC
Trade and Development Program		AMTD
United States Metric Board		MT00
United States Holocaust Memorial Council		HD00
U.S. International Trade Commission		TC00
U.S.-Japan Economic Relations Group		RG00
U.S. Office of Personnel Management		OM00
U.S. Postal Service		PO00
Headquarters		PO01
Field		PO02
U.S. Sinai Support Mission		SV00
U.S. Soldiers' and Airmen's Home		SH00
Upper Great Lakes Regional Commission		GL00
Veterans Administration:		
Staff and all others		VA10
Department of Data Management		VA20
Department of Veterans' Benefits		VA30
National Cemetery System		VA50
Department of Medicine and Surgery		VA80
Water Resources Council		WR00

PAY PLAN

Implementation Date: January 1982

Definition: A plan prescribed by law or other authoritative source which governs the compensation paid an employee. Each plan provides for a separate wage scale which normally is based on grade or level and length of time in grade or level.

Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	*Size/ Class*
Pay plan code—The pay plan prescribed by law or other authoritative source which governs the compensation paid an employee.	2A

Data Representations

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR GENERAL USE	
Administratively determined rates, not elsewhere specified.	....	AD
Canal Zone General Schedule-type positions	....	CZ
Expert (5 U.S.C. 3109)	Use when the individual is appointed under 5 U.S.C. 3109 as an expert (as defined in FPM chapter 304, section 1–2). Do not use when the appointment as an expert is solely for service as an advisory committee member.	ED
Expert (Other)	Use when the individual is appointment under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as an expert (as defined in FPM chapter 304, section 1–2). Do not use when the appointment as an expert is solely for service as an advisory committee member.	EE
Consultant (5 U.S.C. 3109)	Use when the individual is appointed under 5 U.S.C. 3109 as a consultant (as defined in FPM chapter 304, section 1–2). Do not use when the appointment as a consultant is solely for service as an advisory committee member.	EF
Consultant (other)	Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as a consultant (as defined in FPM chapter 304, section 1-2). Do not use when the appointment as a consultant is solely for service as an advisory committee member.	EG
Advisory Committee Member (5 U.S.C. 3109).	Use when the individual is appointed under 5 U.S.C. 3109 to serve as a member of an advisory committee. (See OMB Circular No. A–63 for definition of "advisory committee.")	EH
Advisory Committee Member (Other).	Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) to serve as a member of an advisory committee. (See OMB Circular No. A–63 for definition of "advisory committee.")	EI
Senior Executive Service (SES)	....	ES
Executive pay	Subch. II, ch. 53, 5 U.S.C.	EX
Foreign compensation	For use only when employee is assigned to the Agency for International Development under a Participating Agency Service Agreement (PASA).	FC

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR GENERAL USE—Continued	
Grades similar to General Schedule.		GG
GG employees converted to a merit pay system		GH
Merit Pay System		GM
General Schedule	Ch. 51, 5 U.S.C.	GS
Employment under Schedule A 213.3102(w) classified under and paid as a GS rate.	This code will be used solely for the purpose of identifying excepted employment under the Summer Employment for youth and the Youth Opportunity Stay-in-School Campaign.	GW
Nonappropriated funds—nonsupervisory and nonleader—Federal Wage System.		NA
Nonappropriated funds—leader—Federal Wage System.		NL
Nonappropriated funds—supervisory—Federal Wage System.		NS
Statutory rates not elsewhere specified		SR
Scientific and professional	5 U.S.C. 3104	ST
Canal Zone Special Category-type positions.		SZ
Wage positions under the Federal Wage System not otherwise designated.		WB
Production facilitating nonsupervisory—Federal Wage System.		WD
Motion picture production schedule—Federal Wage System.		WF
Nonsupervisory pay schedules—Federal Wage System.		WG
Printing and lithographic pay schedules—Federal Wage System.	Washington, D.C. wage area as defined by FPM SUPPLEMENT 532-1.	WI
Leader pay schedules—Federal Wage System		WL
Maritime pay schedules—Federal Wage System		WM
Production facilitating supervisory—Federal Wage System.		WN
Printing and lithographic pay schedules—Federal Wage System.	Other than Washington, D.C. wage area as defined by FPM SUPPLEMENT 532-1.	WP
Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—supervisory—Federal Wage System		WQ
Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—leader—Federal Wage System		WR
Supervisory pay schedules—Federal Wage System.		WS
Apprentices and Shop Trainees—Federal Wage System		WT
Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—nonsupervisory—Federal Wage System		WU

Data Representations—Continued

Name	Definition/Explanation	Code
	AUTHORIZED FOR GENERAL USE—Continued	
Employment under Schedule A 213.3102(w) classified under and paid at a regularly established rate under a wage system.	This code will be used solely for the purpose of identifying wage-type excepted employment under the Youth Opportunity Stay-in-School Campaign.	WW
Canal Zone Wage System—type positions	....	WZ
Summer aid employment under Schedule A 213.3102(v).	This code will be used solely for the purpose of identifying excepted employment under the Summer Employment Program for youth and the Youth Opportunity Stay-in-School Campaign.	YV
Student aid employment under Schedule A 213.3102(w) paid at a special rate established under agency authority.	This code will be used solely for the purpose of identifying excepted employment under the Summer Employment Program for youth and the Youth Opportunity Stay-in-School Campaign.	YW
Nonapplicable	For use only with pay basis WC—formerly pay basis WOC.	ZZ
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY	
The Alaska Railroad	5 U.S.C. 5102(a)(1) (iii) and 43 U.S.C. 975. Department of Transportation.	AR
Commissioned Corps of the Public Health Service.	Environmental Protection Agency, Departments of Commerce, and Health and Human Services.	CC
Contract Education-year long	Bureau of Indian Affairs (Department of the Interior)	CE
Compensation program	Comptroller of the Currency (Department of the Treasury)	CP
Contract Education-school year	Bureau of Indian Affairs (Department of the Interior)	CY
Demonstration Administrative	Director of Laboratory Programs (Department of the Navy)	DA
Demonstration Clerical	Director of Laboratory Programs (Department of the Navy)	DC
Demonstration Professional	Director of Laboratory Program (Department of the Navy)	DP
Demonstration Technician	Director of Laboratory Programs (Department of the Navy)	DT
General Accounting Office Senior Executive Service	General Accounting Office....................	ET
Ambassadors and chiefs of mission serving at foreign posts.	Department of State, International Communication Agency.	FA
Foreign defense	Department of Defense including military departments	FD
Foreign Service Information Officer	International Communication Agency	FI
Foreign Service Officer	Department of State, International Communication Agency, ACTION, United States International Development Cooperation Agency, International Trade Administration (Department of Commerce.)	FO
Foreign Service Reserve	Department of State, International Communication Agency, ACTION, United States International Development Cooperation Agency, International Trade Administration (Department of Commerce.)	FR
Foreign Service staff	Department of State, International Communication Agency, ACTION, United States International Development Cooperation Agency, International Trade Administration (Department of Commerce).	FS
Graded Tradesmen and Craftsmen (excluding lithographers and printers).............................	Administrative Office of the......... United States Courts	JG
Leaders of Tradesmen and Craftsmen......	Administrative Office of the......... United States Courts	JL
Lithographers and Printers..............	Administrative Office of the......... United States Courts	JP
Supervisors of Tradesmen and Craftsmen..	Administrative Office of the......... United States Courts	JT

Data Representations—Continued

Name	*Definition/Explanation*	Code
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY—Continued	
Kiess Act	Government Printing Office	KA
Non-Craft—nonsupervisory	Bureau of Engraving and Printing	KG
Non-Craft—leader	Bureau of Engraving and Printing	KL
Non-Craft—supervisory	Bureau of Engraving and Printing	KS
United States Secret Service Uniform Division	Department of the Treasury	LE
Liquidation Graded	Federal Deposit Insurance Corporation	LG
Milk Marketing	Department of Agriculture	MA
Postal Technical Administrative Clerical Schedule—nonbargaining.	United States Postal Service	PA
Hourly Rate Rural Route Employees	United States Postal Service	PB
Postal Data Center, Bargaining PES Employees	United States Postal Service	PC
Automatic Data Processing Center	United States Postal Service	PD
Postal Executive Schedule	United States Postal Service	PE
Noncity Delivery Employees	United States Postal Service	PF
Nurses	United States Postal Service	PG
Research and Development Bargaining Unit	United States Postal Service	PH
Postal Career Executive Service	United States Postal Service	PI
USPS Headquarters, Bargaining Special Schedule, Custodial.	United States Postal Service	PK
Postal Management Schedule	United States Postal Service	PM
Employment under Postal Management Schedule with salary above the established schedule for steps 1-7.	United States Postal Service	PN
Postal Service Temporary Rate Schedule	United States Postal Service	PP
Rural Carriers Schedule	United States Postal Service	PR
Postal Service bargaining employees	United States Postal Service	PS
Casual and Public Policy Temporary Employees.	United States Postal Service	PT
Western Area Supply Center ADP Employees	United States Postal Service	PW
Administrative Schedule	Tennessee Valley Authority	SA
Clerical Schedule	Tennessee Valley Authority	SB
Reproduction and Communication Services Schedule.	Tennessee Valley Authority	SC
Engineering and Scientific Schedule	Tennessee Valley Authority	SD
Aide and Technician Schedule	Tennessee Valley Authority	SE
Custodial Schedule	Tennessee Valley Authority	SF
Public Safety Schedule	Tennessee Valley Authority	SG
Management Schedule	Tennessee Valley Authority	SM
Park Police	Department of the Interior	SP
Canteen Service	Veterans Administration	VC
Medical and dental	Veterans Administration	VM
Nursing	Veterans Administration	VN
Clinical Podiatrists and Optometrists Schedule	Veterans Administration	VP

Data Representations—Continued

Name	*Definition/Explanation*	*Code*
	AUTHORIZED FOR USE BY SPECIFIC AGENCIES ONLY—Continued	
Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers—supervisory—Federal Wage System.	Department of the Army	WA
Currency manufacturing	Department of the Treasury	WE
Coin manufacturing	Department of the Treasury	WH
Hopper Dredge Schedule—supervisory	Department of the Army	WJ
Hopper Dredge Schedule—nonsupervisory	Department of the Army	WK
Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers—leader—Federal Wage System.	Department of the Army	WO
Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers—nonsupervisory—Federal Wage System.	Department of the Army	WY
Special Overlap Area Rate Schedule—nonsupervisory—Federal Wage System.	Department of the Interior	XA
Special Overlap Area Rate Schedule—leader—Federal Wage System.	Department of the Interior	XB
Special Overlap Area Rate Schedule—supervisory—Federal Wage System.	Department of the Interior	XC

PERFORMANCE LEVEL

Implementation Date: October 1981
Definition: The expressed level of achievement of an employee's accomplishment of assigned tasks.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group, Merit Pay Division.

Associated Data Element(s)

Title and Definition	Size/Class
Performance Level Identifier - The summary qualitative description of the employee's accomplishments in meeting the level of achievement established by management for the duties and responsibilities of the employee's position.	1 A

Data Representations

Name	Definition/Explanation	Code
	Agencies whose performance evaluations are based on a five level system which results in five summary ratings should use the highest performance level code in each of the five performance categories listed below. For example, using the levels in a typical five level plan, Outstanding, Exceeds Fully Successful, Fully Successful, Minimally Satisfactory, and Unsatisfactory should be converted to the OPM codes A, D, G, K, and N respectively. Agencies should contact the U.S. Office of Personnel Management, Office of Compensation Program Development, Information Systems Support Section, for instructions on how to convert to this code structure if they have performance appraisal systems that: 1) have either more or less than five levels, or 2) result in more or less than five summary ratings, or 3) do not require a summary adjectival rating for merit pay (GM) employees (other than the highest and lowest ratings required by 5 CFR 351).	

Data Representations - Continued

Name	Definition/Explanation	Code
	Outstanding Performance	
Level A		A
Level B		B
Level C		C
	Exceeds Fully Successful Performance	
Level D		D
Level E		E
Level F		F
	Fully Successful Performance	
Level G		G
Level H		H
Level J		J
	Minimally Satisfactory Performance	
Level K		K
Level L		L
Level M		M
	Unsatisfactory Performance	
Level N		N
	Other	
GS employee without summary rating	This code may be entered only for GS 13-15 employees who have performance plans that do not require a summary rating (other than the highest and lowest ratings required by 5 CFR 351).	W
Not applicable	This code should be entered for GS 13-15 employees who do not have a current performance appraisal and for merit pay (GM) employees whose most recent performance appraisal is not valid for allocation of merit pay funds.	X

POSITION SERVICE IDENTIFIER

Implementation Date: January 1982
Definition: The service, competitive, excepted, or senior executive, to which a position is assigned.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

	Title and Definition	Size/ Class
Position occupied	- An indication of whether the employee's position is in the competitive service, excepted service or Senior Executive Service.	1N

Data Representations

Name	Definition/Explanation	Code
Competitive service	See 5 U.S.C. 2102 for definition of the competitive service.	1
Excepted service	This position is not in the competitive service or in the Senior Executive Service. See 5 U.S.C. 2103 for definition of the excepted service.	2
Senior Executive Service General	Employee in the SES occupies a general position as defined in 5 U.S.C. 3132 (a)(9).	3
Senior Executive Service Career Reserved	Employee in the SES occupies a career reserved position as defined in the 5 U.S.C. 3132 (a)(8).	4

RACE AND NATIONAL ORIGIN

Implementation Date: September 1981
Definition: A designation of a person's race and national origin.
Maintenance Agency: U.S. Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Elements(s)

Title and Definition		Size/ Class
Race and national origin identification	- Identifies the employee's basic racial and national origin category. Employees of mixed racial and/or national origin should be identified by the category with which they most closely associate themselves.	1A

Data Representations

Name	Definition/Explanation	Code
American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. (This code must not be used for employees in Puerto Rico.)	A
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.)	B
Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)	C
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.	D

Data Representations - Continued

Name	Definition/Explanation	Code
White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories. (This code must not be used for employees in Puerto Rico.)	E
Asian Indian	A person having origins in any of the original peoples of the Indian subcontinent i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)	F
Chinese	A person having origins in any of the original peoples of China. (This code is for use in Hawaii only.)	G
Filipino	A person having origins in any of the original peoples of the Philippines. (This code is for use in Hawaii only.)	H
Guamanian	A person having origins in any of the original peoples of Guam (e.g. Chamorro). (This code is for use in Hawaii only.)	J
Hawaiian	A person having origins in any of the original peoples of Hawaii. Includes persons who are Part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.)	K
Japanese	A person having origins in any of the original peoples of Japan. (This code is for use in Hawaii only.)	L
Korean	A person having origins in any of the original peoples of Korea. (This code is for use in Hawaii only.)	M
Samoan	A person having origins in any of the original peoples of Samoa. (This code is for use in Hawaii only.)	N
Vietnamese	A person having origins in any of the original peoples of Vietnam. (This code is for use in Hawaii only.)	P
All Other Asian or Pacific Islanders	A person having origins in any of the original peoples of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.)	Q
Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. (This code is for use in Puerto Rico only.)	Y

SUPERVISORY OR MANAGERIAL POSITION INDICATOR

Implementation Date: May 1980
Definition: The nature of managerial, supervisory, or nonsupervisory responsibility.
Maintenance Agency: U.S. Office of Personnel Management, Standards Development Center, Staffing Services Group.

Associated Data Element(s)

Title and Definition	Size/ Class
Supervisory or nonsupervisory indicator - The nature of managerial, supervisory, or nonsupervisory responsibility assigned to the position.	1N

Data Representations

Name	Definition/Explanation	Code
Supervisor	Position requires the exercise of supervisory responsibilities that at least meet the minimum requirements for application of the Supervisory Grade-Evaluation Guide or similar standards of minimum supervisory responsibilities specified by the job standards or other directives of the applicable pay schedule or system.	1
Manager	Position has the full range of managerial functions delineated in the introductory section to the Supervisory Grade-Evaluation Guide. (All managerial positions, as defined by the Supervisory Grade-Evaluation Guide, are supervisory in nature, but not all supervisory positions are managerial.)	3
Supervisor (CSRA)	Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10) but does not meet the minimum requirements for application of the Supervisory Grade-Evaluation Guide.	4
Management Official (CSRA)	Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11) but does not meet the Supervisory Grade-Evaluation Guide definition of Manager or Supervisor or the definition of Supervisor in 5 U.S.C. 7103(a)(10).	5
Leader	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the Work Leader Grade-Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system.	6
All Other Positions	Position does not meet the above definition of Supervisor, Manager, Supervisor (CSRA), Management Official (CSRA), or Leader.	8

TENURE GROUP

Implementation Date: January 1982
Definition: The retention groups (for reduction-in-force purposes) in which employees are placed based on type of appointment.
Maintenance Agency: U.S. Office of Personnel Management, Staffing Services Group, Policy Analysis and Development.

Associated Data Element(s)

	Title and Definition	Size/Class
Tenure code -	The code indicating the retention group (for reduction-in-force purposes) in which the employee is placed based on his or her type of appointment.	1N

Data Representations

Name	Definition/Explanation	Code
No tenure group	Employee is in none of the tenure groups established for reduction in-force purposes.	0
Tenure group 1	Competitive service - Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service - Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.	1
Tenure group 2	Competitive service - Tenure group 2 includes employees serving under career-conditional appointments, and employees under career appointments who are serving initial appointment probation. Excepted service - Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.	2

Data Representations (continued)

Name	Definition/Explanation	Code
Tenure group 3	Competitive service - Tenure group 3 includes employees serving on any appointment designated as indefinite, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo appointments, and employees under any other nonstatus nontemporary appointments. Excepted service - Tenure group 3 includes employees whose appointment is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.	3

UNITED STATES CITIZENSHIP STATUS

Implementation Date: January 1982
Definition: Indicates United States citizenship status.
Maintenance Agency: U.S. Office of Personnel Management, Agency Relations Group, Work Force Information Division.

Associated Data Element(s)

Title and Definition	Size/ Class
Citizenship status - Indicates whether the employee is a U.S. citizen or not.	1N

Data Representations

Name	Definition/Explanation	Code
U.S. Citizen	A citizen of the United States, by birth or naturalization. (Includes U.S. Nationals. A U.S. National, though not a citizen of the United States, owes permanent allegiance to the United States. Limited to natives of American Samoa and Swains Island.)	1
Other		8

VIETNAM ERA VETERAN

Implementation Date: January 1982
Definition: A veteran who served during the Vietnam era, between August 5, 1964 and May 7, 1975. Beginning date established by Congressional Resolution; ending date by Presidential Proclamation 4373 dated May 7, 1975.
Maintenance Agency: U.S. Office of Personnel Management, Office of Affirmative Employment Programs.

Associated Data Element(s)

Title and Definition		Size/ Class
Vietnam era veteran indicator	- Indicates whether an employee is a Vietnam era veteran.	1A

Data Representations

Name	Definition/Explanation	Code
Not a Vietnam era veteran	Employee may or may not be a veteran, but is not a veteran of the Vietnam era.	N
Vietnam era veteran	A veteran who served during the Vietnam era, between August 5, 1964 and May 7, 1975.	V

WORK SCHEDULE

Implementation Date: October 1981
Definition: The time basis on which an individual is scheduled to work.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

	Title and Definition	Size/ Class
Work schedule code	- Indicates the time basis on which an employee is scheduled to work.	1A

Data Representations

Name	Definition/Explanation	Code
Full-time	A schedule which requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class.	F
Full-time seasonal	A schedule which requires an employee to work less than a full year on either an annually recurring or on-call basis and which requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class. (Less than the 2080 hours per year required of regular full-time employees.)	G
Part-time	A schedule which requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	P
Part-time seasonal	A schedule which requires an employee to work less than a full year on either an annually recurring or on-call basis and which requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	Q
Intermittent	A schedule which requires an employee to work an irregular number of hours or days (i.e., on an occasional basis.)	I
Intermittent seasonal	A schedule which requires an employee to work less than a full work year on either an annually recurring or on-call basis and which requires an employee to work an irregular number of hours or days (i.e., on an occasional basis.)	J

Standard Remarks and Codes used in FPM Supplement 296-33

REMARK CODE	REMARK
APPOINTMENT LIMITATIONS	
A03	Employment is NTE two years. Upon satisfactory completion of program, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory or you fail to satisfactory complete program, employment will be terminated.
A04	Employment is NTE two years. Upon satisfactory completion of internship, you will be noncompetitively converted to career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete internship, employment will be terminated.
A05	Employment is NTE 120 days following completion of requirements for graduation from the degree program which qualifies you for this appointment. Upon satisfactory completion of the program you may, at the employing agency's option, be noncompetitively converted to career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete the program, employment will be terminated.
A06	May work full time any period school is closed; otherwise, employment may not exceed 20 hours in any calendar week.
A07	Total employment under this appointment must not exceed (number) hours.
A08	Total employment under this and previous appointment must not exceed (number) hours.
A11	Employment under this appointment must not exceed (number) working days a year.

REMARK CODE	REMARK
A12	Employment under this and previous appointment must not exceed (number) working days a year.
A15	Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within-grade increase will not count against this limitation.
A17	In accordance with 5 U.S.C. 3323(b), you may be separated at the will of the appointing officer.
A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
	BENEFITS AND LEAVE
B01	Cancelled health benefits.
B02	Elected not to enroll for health benefits.
B03	Ineligible for health benefits.
B04	Ineligible for leave.
B05	Employee became subject to 7 1/2% CSR deduction effective (date).
B06	Employee subject to 7 1/2% CSR deduction during the period (date) through (date).
B31	Changes SCD from (date) to reflect (number) days worked under intermittent appointment(s).
B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year).

REMARK CODE	REMARK
B33	Changes SCD from (date) to reflect service which has been ruled creditable.
B34	Changes SCD from (date) to reflect previously unclaimed service.
B35	Changes SCD from (date) because (state reason).
B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
B38	(Enter: FEGLI and/or health benefits) coverage continues for up to 365 days in nonpay status.

CORRECTIONS AND CANCELLATIONS

REMARK CODE	REMARK
C02	Employee found to be ineligible for (type) retirement.
C03	Retroactive restoration based on ( ).
C04	Retroactive change to intermediate grade based on ( ).
C06	Retroactive change to former grade based on ( ).
C07	Retroactive change to lower grade based on ( ).
C09	Also corrects personnel action, (NOAC), (NOA), effective (date), item (number) to add ( ).
C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (agency).
C11	Corrects item (number) from ( ).
C12	Also corrects the same item on all previous personnel actions (date) to (date).

REMARK CODE	REMARK
C13	Also corrects personnel actions, (NOAC), (NOA), effective date, item (no.) from ( ).
C14	(Explain why the action is cancelled.)
C15	This notification of personnel action replaces a previously executed one.
C16	This notification of personnel action prepared by (name of employing office).
C17	Completes item (number) which was omitted.
C18	Corrects item (number) to read:
*C20	Action cancelled in accordance with OPM letter dated (date). This SF 50 and the SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.
C27	Entitled to back pay under 5 U.S.C. 5596.
C28	Active duty begins (date).
C30	NOAC/NOA shown on original action are no longer in use. They were required under FPM Supp. 296-31 which has been replaced by FPM 296-33.
	EMPLOYMENT CONDITIONS
E03	Trial period completed.
E04	Initial probationary period completed.
E05	Date for completion of initial probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New completion date is (date).
E16	Your veteran preference is not applicable for reduction-in-force purposes.

* Revision to previously published listing.

REMARK CODE	REMARK
E18	Appointment is subject to completion of one year intitial probationary period beginning (date).
E19	Appointment is subject to completion of one year trial period beginning (date).
E20	Estimated number of days to be worked is (number); work period expected to begin (date).
E21	You are subject to regulations governing conduct and responsibilities of special government employees.
E23	Veteran preference is not applicable to the Senior Executive Service.
E24	Probationary period for SES position is not required.
E25	Subject to satisfactory completion of one year SES probationary period beginning (date).
E26	SES probationary period completed.
E36	Qualified for this position only under OPM-approved training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
E37	Satisfactorily completed prescribed training under OPM-approved training agreement. Meets basic qualifications for other positions in this series.
E39	Employee is assigned to a worker-trainee developmental position.
E44	Probationary period for supervisory (or managerial) position not required.

REMARK CODE	REMARK
E45	Probationary period for supervisory (or managerial) position completed.
E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
E51	Employee has guaranteed placement rights during probation.
E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392(c).

SERVICE CREDIT

REMARK CODE	REMARK
G11	Employee paid under 5 U.S.C. 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
G29	Intermittent employment totaled (number) days in work status from (date) to (date).
G30	Intermittent employment totaled (number) days in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
G33	Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of six months in nonpay status per calendar year.

POSITION CHANGE ACTIONS

REMARK CODE	REMARK
K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles), dated (date).

REMARK CODE	REMARK
K13	Removes temporary limitation placed on the last action.
K16	From promotion NTE (date).
K17	Repromoted to a higher grade or position from which downgraded without personal cause and not at employee's request.
K18	Position has no known promotion potential.
K19	Successor position -- employee retained in competitive service.
K23	Result of change in classification standards.
K24	Result of change in classification series definition.
K26	Result of additional duties and responsibilities.
K27	Result of position review.
K38	Promoted (or reassigned) from (former position and grade), effective (date).
K39	From detail NTE (date).
*K40	
*K41	
K43	Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
K45	Detailed to unclassified position.
K46	Detail to (enter name of state or local government or educational institution) under the Intergovernmental Personnel Act (IPA).

* Previously published remark and remark code deleted.

REMARK CODE	REMARK
K47	Detailed to (enter name of international organization).
K50	From position change NTE (date).
	MISCELLANEOUS
M01	Appointment affidavit executed (date).
M02	You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date).
M04	Under P.L. 96-8, is entitled to continue under Civil Service (or Foreign Service) Retirement, FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute subject to such time period and other conditions as the President may prescribe.
M10	OPF maintained by (name and address of office maintaining OPF).
M20	Action at employee's request.
M22	(State reason for change in employee's occupation code).
M23	Continues promotion NTE (date).
M24	Continues position change NTE (date).
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M32	Tour of duty will be (days and hours of work).

REMARK CODE	REMARK
M33	On nonpay status in (agency).
M34	On part-time (or intermittent) appointment in (agency).
M42	Approved by (OPM office or agency official) on (date).
M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
M53	Employee to suffer no loss of, or reduction in, pay, leave, credit for time or service, or performance or efficiency rating.
M58	No SES reinstatement rights.
M60	Information on possible 5 U.S.C. 83, subchapter II, case may be obtained from (enter name an address).
M61	Possible 5 U.S.C., 83 subchapter II, case.
M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
M63	To be placed on (agency) reemployment priority list until (date).
M64	You have employment rights in (agency) for (how long) under (authority).
M67	Forwarding address:
M72	Reason for furlough: (state reason.)
M74	Changes data element(s) in block(s) (list SF 50 block number(s)).

REMARK CODE	REMARK
*M80	Variation under CS Rule 5 approved by OPM on (date).
PAY IN ADDITION TO OR OUTSIDE OF SALARY	
N10	To (or expected to) be paid under 5 U.S.C. 81.
N20	Serverance pay to be resumed by (agency responsible for the severance pay fund).
N21	Serverance pay to be recomputed by (agency responsible for the severance pay fund).
N22	Entitled to ($) severance pay fund to be paid at the rate of ($) per week over (number) weeks beginning (date).
N23	Not entitled to severance pay.
N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour.)
N27	Lump-sum payment to be made for any unused annual leave.
N59	OPF retained by (name and address of office).
PAY RATE	
P01	Previously employed at (pay plan, grade, rate).
P02	Pay rate fixed to include rate increase due on same date.
P03	Pay rate is subject to upward retroactive adjustment upon verification of prior service.

* Revision to previously published listing.

REMARK CODE	REMARK
P04	Superior qualifications appointment made under Reg 531.203(b).
P05	Special rate under 5 U.S.C. 5303.
P06	Pay rate includes within-grade increases or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.
P07	Pay rate authorized under Reg 531.305--supervises wage system employees paid (rate) per annum.
P08	Annual salary to be reduced by the amount of your retirement annuity and by future cost of living increases.
P09	Pay or step adjusted (date) by (authority).
P10	Annuity at present is $ ___________.
P11	Salary would be $(amount) if not limited by 5 U.S.C. 5308 (or other statutory authority).
P12	Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New date is (date).
P13	Effective date adjusted due to excess time in nonpay status.
P15	Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number).
P16	Met all requirements for WGI to (grade and step) (date); due on (date).
P17	Entitled to retained pay until (date); otherwise, pay would be (pay plan, grade and step).
P18	Retained rate period expires (date). Effective (date) pay will be (amount).

REMARK CODE	REMARK
P21	Salary includes a merit increase of $ __________.
P22	Salary includes zero merit increase.
P23	Salary includes a ______% pay comparability increase.
P24	Salary includes a ______% pay comparability increase and an additional adjustment of $ ________ to bring salary up to the minimum rate for the grade.
P25	Salary reflects a merit increase of $ __________ which includes $ ________ supplemental increase granted to insure the new rate range minimum.
P26	Payable salary limited to $ ________ by 5 U.S.C. 5308 (or other statutory authority).
P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continously employed.
*P50	Exception from the reduction in military retired pay provisions (enter 5 U.S.C. 5532(b) and/or 5 U.S.C. 5532(c), as appropriate) approved by OPM on (date).

EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT

R01	Resigned because (state specific, factual reasons when resignation is related to working conditions).
R02	Resigned because (state specific, factual reasons when resignation is because of inadequate equipment or facilities).
R03	Resigned because (state specific, factual reasons when resignation is because working conditions are too dangerous or hazardous).

* Revision to previously published listing.

REMARK CODE	REMARK
R04	Resigned because (state specific, factual reasons when resignation is because physical conditions at worksite are too hot, too cold or too dirty).
R05	Resigned because (state specific, factual reasons when resignation is for reasons related to benefits and pay and not described in remarks R06, R07, or R08).
R06	Resigned because (state specific, factual reasons when benefits such as leave, health insurance and/or life insurance are not adequate).
R07	Resigned because (state specific, factual reasons when resignation is because cost of living in area where employee works is too high).
R08	Resigned because (state specific, factual reasons when resignation is because salary is too low for work done or can get higher salary outside Federal government for similar work).
R09	Resigned because (state specific factual reasons when resignation is because of difficulty in securing transportation to and from work location).
R10	Resigned because (state specific, factual reasons when resignation is because it took too long to commute to and from work location).
R11	Resigned because (state specific, factual reasons when resignation is because of insufficient promotion or advancement opportunity).
R12	Resigned because (state specific, factual reasons when resignation is because employee wants to change occupation or career field).
R13	Resigned because (state specific, factual reasons when resignation is because employee has accepted a job in private industry).

REMARK CODE	REMARK
R14	Resigned because (state specific, factual reasons when resignation is because employee plans to further his/her education).
R15	Resigned because (state specific, factual reasons when resignation is to accompany spouse to new location).
R16	Resigned because (state specific, factual reasons when resignation is because of child care problems).
R17	Resigned because (state specific, factual reasons when resignation is because of family responsibilities not described in remarks R15 or R16).
R18	Resigned because.(state specific, factual reasons when resignation is because of employee's health).
R19	Resigned because (state specific, factual reasons when resignation is because of other personal reasons not described in remarks R11 through R18).
R21	Reason for retirement: (State reason.)
R52	Reason(s) for declination of assignment: (Enter reason(s).)
R53	Reason(s) for declination of relocation: (Enter reason(s).)
R55	Refused job offer because (reasons given by employee).

AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION

S20	(State the conditions under which the employee abandoned his/her position.)
S23	Agency finding: No other information available.
S24	Agency finding: (State the specific, factual reason known to the agency as to why the employee resigned.)

REMARK CODE	REMARK
S25	Agency finding: (State the specific, factual reason known to the agency as to why the employee retired.)
S28	Agency finding: Resigned after receiving written notice on (date) of decision to remove for (reasons).
S29	Agency finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
S30	Agency finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
S31	Agency finding: Resigned after receiving written notice on (date) of proposal to remove for (reasons).
S32	Agency finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
S33	Agency finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
S34	Agency finding: Retired after receiving written notice on (date) of decision to remove for (reasons).
S35	Agency finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
S36	Agency finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).
S37	Agency finding: Retired after receiving written notice on (date) of proposal to remove for (reasons).
S38	Agency finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
S39	Agency finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).

REMARK CODE	REMARK
S40	Agency finding: Separated after receiving written notice on (date) of proposal to suspend for (reasons).
S41	Agency finding: Separated after receiving written notice on (date) of proposal to demote for (reasons).
S42	Agency finding: Separated after receiving written notice on (date) of proposal to remove for (reasons).
S43	Agency finding: Separated after receiving written notice on (date) of decision to suspend for (reasons).
S44	Agency finding: Separated after receiving written notice on (date) of decision to demote for (reasons).
S45	Agency finding: Separated after receiving written notice on (date) of decision to remove for (reasons).
S46	Removal by order of OPM dated (date) for violation of CS (enter proper rule or regulation).
S47	Reason(s) for removal: (State reason(s)).
S48	Reason(s) for termination; (State reason(s))
S49	Reason for suspension: (State reason).
S50	Displacement notice dated: (date).
S51	RIF notice dated: (date)
S54	Offered job(s) of (position title, grade, salary and geographical location).
S56	No reason given by employee for refusing job offer.
S57	Refused extension of appointment.
S58	No other work available.

REMARK CODE	REMARK
S65	Resigned during initial appointment probationary period.
S66	Resigned during trial period.
S68	Employee gave no reason for resignation.
S69	Employee gave no reason for retiring.
S70	Agency finding: Resigned after receiving written notice of proposed separation during initial probationary period.
S71	Agency finding: Resigned after receiving written notice of proposed separation during trial period.
S73	Removal by order of Merit Systems Protection Board dated (date) for (reason).
S74	Agency finding: Resigned after receiving notice of proposed position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S75	Agency finding: Resigned after receiving notice of decision on position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S76	Agency finding: Resigned after receiving notice of proposed conversion from the Senior Executive Service to a position in the (enter: competitive or excepted) service.
S77	Suspension to be imposed on (list days of the week or specific dates on which suspension will be imposed).
	TENURE
T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New conversion date is (date).

REMARK CODE	REMARK
T07	Completed service requirement for career tenure from (date) to (date).
T08	Service counting towards permanent tenure from (date) to (date).
T09	Service counting towards permanent tenure from (date).
T10	Service counting toward career tenure from (date).
T11	Completed one year of current continuous service.
T29	(Briefly state reason for change in tenure group).
T55	Tenure as used for U.S.C. 3502 is not applicable to the Senior Executive Service.

RETAINED GRADE AND RETAINED PAY

X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X39	Employee elected to terminate grade retention entitlement.
X40	Employee is entitled to pay retention.
X41	Salary is 150% of maximum rate of grade to which assigned.

REMARK CODE	REMARK
X42	Pay retention entitlement terminated.
X43	Expiration of grade retention period as (pay plan and grade).
X44	Rate is step (number) of (pay plan and grade), retained grade.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
X46	Action gives employee within-grade increase/quality increase to step (number) of (pay plan and grade), retained grade.
X47	Action denies within-grade increase to step (number) of employee's retained grade.
X48	Declined offer of (position title, pay plan, series and grade).
X49	Change to lower grade is for personal cause.
X50	Failed to comply with priority placement program requirements.
X51	Employee's step in item 31 reflects within-grade increase(s) which would have been earned on (date(s)).
X54	This action returns the employee to the grade which will be retained under the retroactive provisions of title VII of Public Law 95-454 so that action entitling the employee to grade retention can be properly documented.
X59	This action documents employee's entitlement to grade retention based on the reduction in grade which occurred on (date).

REMARK CODE	REMARK
X61	Retained grade will not be used for purposes of reduction-in-force.

RESERVED FOR AGENCIES' INTERNAL USE.

Codes with the first characters of Y or Z.

Conversion Chart for Personnel Action Codes and Nature of Action Codes

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
001	Cancellation	001	Cancellation
002	Correction	002	Correction
005	Recreation or resubmission of a record	005	Recreation or resubmission of a CPDF record
007	Correction of current file	007	Correction of current CPDF file
008	Recreation of a cancelled separation action	008	Recreation of a cancelled separation action
010	Deletion from file	010	Deletion from the file
100	Career Appt	100	Career Appt
		130	Career Appt
		140	Reinstatement-Career
		140	Career Appt
		160	Reemployment - MIL (to Career Appointment)
		161	Reemployment (to Career Appointment)
101	Career-Cond Appt	101	Career-Cond Appt
		131	Career-Cond Appt
		141	Reinstatement - Career-Cond
		141	Career-Cond Appt
		160	Reemployment - MIL (to Career-Cond Appointment)
		161	Reemployment (to Career-Cond Appt)
102	Career Exec Assign	100	Career Exec Assign
		130	Career Exec Assign - from (agency)
		130	Career Exec Assignment - Trans
		140	Career Exec Assign
		140	Career Exec Assign - from (agency)
		160	Career Exec Assign - Reempl - MIL
		161	Career Exec Assign - Reempl
103	Career Exec Assign - Cond	101	Career Exec Assign
		131	Career Exec Assign - Trans
		141	Career Exec Assign
		131	Career Exec Assign - from (agency)
		141	Career Exec Assign - from (agency)
		160	Career Exec Assign - Reempl
		161	Career Exec Assign - Reempl

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
104	Noncareer Exec Assign	170	Noncareer Exec Assign
		172	Noncareer Exec Assign - Indefinite
		160	Noncareer Exec Assign - Reempl - MIL
		161	Noncareer Exec Assign - Reempl
107	Emergency Appt	107	Emergency - Indefinite Appt
		160	Reemployment - MIL (to Emergency Indef Appt)
		161	Reemployment (to Emergency Indef Appt)
108	Term Appt NTE (date)	108	Term Appt NTE (date)
		161	Reemployment (to Term Appointment)
112	Temp Appt - PER	112	Temp Appt - PER
		160	Reemployment - MIL (to TAPER)
		161	Reemployment (to TAPER)
115	Appt NTE (date)	110	Temp Appt NTE (date)
		113	Temp Appt NTE (date)
		115	Temp Appt NTE (date)
		214	Temp Appt - 1 Month
117	Summer Appt NTE (date)	117	Temp Appt NTE (date)
		118	Temp Appt NTE (date)
		119	Temp Appt NTE (date)
		171	Exc Appt NTE (date) (to Summer Appt)
120	O/S Ltd Appt	120	O/S Ltd Appt
		160	Reemployment - MIL (to Overseas Ltd Appt)
		161	Reemployment (to Overseas Ltd Appt)
122	O/S Ltd Appt NTE (date)	121	O/S Ltd Appt NTE (date)
		124	O/S Ltd Term Appt NTE (date)
		160	Reemployment - MIL (to O/S Ltd Term Appt NTE)
		161	Reemployment (to O/S Ltd Term Appt NTE)
124	Appt - Status Quo	122	Appt (Special Tenure)
		160	Reemployment - MIL (to Special Tenure Appt)
		161	Reemployment (to Special Tenure Appt)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
128	Limited Exec Assign	128	Limited Exec Assign
		128	Limited Exec Assign Indefinite
		160	Limited Exec Assign - Reempl - MIL
		161	Limited Exec Assign - Reempl
130	Transfer	130	Transfer - Career
		131	Transfer - Career-Cond
		176	Veterans Readj Appt (from VRA in different agency without break in service)
132	Mass Transfer	132	Mass Transfer
140	Reins - Career	140	Reins - Career
141	Reins - Career-Cond	141	Reins - Career-Cond
142	SES Career Appt	142	SES Career Appt
143	Reins - SES Career	143	Reinstatement - SES Career
		144	Reinstatement - SES Career
145	Transfer - SES Career	145	Transfer - SES Career
146	SES Noncareer Appt	146	SES Noncareer Appt
147	Transfer - SES Noncareer	147	Transfer - SES Noncareer
148	SES Ltd Term Appt NTE (date)	148	SES Ltd Term Appt NTE (date)
149	SES Ltd Emergency Appt NTE (date)	149	SES Ltd Emergency Appt NTE (date)
150	Canal Zone Career-Cond Appt	173	Canal Zone Career-Cond Appt
		160	Canal Zone Reemployment - MIL (to Canal Zone Career-Cond Appt)
		161	Canal Zone Reemployment (to Canal Zone Career-Cond appt)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
151	Canal Zone Career Appt	170	Canal Zone Career Appt
		160	Canal Zone Reemployment - MIL (to Canal Zone Career Appt)
		161	Canal Zone Reemployment (to Canal Zone Career Appt)
152	Canal Zone Temp Appt - PER	172	Canal Zone Temp Appt - PER
		160	Canal Zone Reemployment - MIL (to Canal Zone Temp Appt - PER)
		161	Canal Zone Reemployment (to Canal Zone Temp Appt - PER)
153	Canal Zone Appt NTE (date)	171	Canal Zone Temp Appt NTE (date)
154	Canal Zone Term Appt NTE (date)	171	Canal Zone Term Appt NTE (date)
		161	Canal Zone Reemployment (to Canal Zone Term Appt)
155	Canal Zone Reappt	170	Canal Zone Reappt - Career
		173	Canal Zone Reappt - Career Cond
156	Canal Zone Appt - Status Quo		None
157	Canal Zone Transfer	170	Canal Zone Transfer - Career
		173	Canal Zone Transfer - Career Cond
170	Exc Appt	170	Exc Appt
		172	Exc Appt - Indefinite
		173	Exc Appt - Conditional
		176	Veterans Readj Appt (except transfer from VRA in different agency without break in service)
		177	Exc Appt
		160	Reemployment - MIL (to Exec Appt)
		161	Reemployment (to Exec Appt)
		179	Exc Appt - PMIP
171	Exc Appt NTE (date)	171	Exc Appt NTE (date) (unless to Summer Appt)
		178	Exc Appt Excluded from CZMS NTE (date)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
190 191	Appt Sub Rural Carrier Appt Aux/Asst Emerg Sub Carrier	190 thru 213	U.S.P.S. Accessions
280	Placement in Pay Status	845	Placement in Pay Status
292	RTD	181 280 292 293 851 296	RTD - MIL RTD - RIF RTD RTD RTD RTD
300	Retirement - Mandatory	300	Retirement - Mandatory
301	Retirement - Disability	301	Retirement - Disability
302	Retirement - Voluntary	302 303	Retirement - Voluntary Retirement
303	Retirement - Special Option	304 305 306 307	Retirement - Voluntary (Major RIF) " " (Major Reorg) " " (Tref of Function) " " (Special Auth)
304	Retirement - Involuntary	302	Retirement - (reason)
312	Resignation - ILIA	309 310 314 315 316 317	Resignation Resignation (if in lieu of adverse action) Resignation - Decl Reloc Resignation - Decl Assign Resignation - RIF Resignation - (reason)
317	Resignation	309 310 317	Resignation Resignation Resignation (not in lieu of involuntary separation)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
330	Removal	327	Removal - Disqualification
		328	Removal During Probation
		328	Removal During Trial Period
		330	Removal
		331	Separation - Abandoned Position
		333	Separation (when conduct is a factor)
		335	Separation (when conduct is a factor)
		337	Removal During Probation
		337	Removal During Trial Period
		338	Removal During Probation
		338	Removal During Trial Period
		346	Termination
		347	Removal
		348	Removal
		349	Removal
		353	Removal
		354	Removal
		357	Removal
		358	Removal
		359	Termination
		380	Removal
		382	Removal
		383	Removal
		384	Removal
350	Death	350	Death
352	Termination - Appt In (agency)	311	Resignation - Appt in (agency)
		319	Separation - Appt in Am Inst in Taiwan
		320	Separation - Transfer
		321	Separation - Appt in (agency)
		322	Separation - Appt (agency)
		332	Separation - Mass Transfer
353	Termination - MIL	313	Resignation - MIL
		313	Resignation - MIL - No return from furlough
		323	Separation - MIL
		323	Separation - MIL - No return from furlough

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
354	Termination - Disability	326	Separation - Disability
		352	Termination - Disability
355	Termination - Exp of Appt	352	Termination - Exp of Appt
356	Termination - Involuntary	324	Separation - Decl Reloc
		325	Separation - Decl Assign
		333	Separation (when conduct is not a factor)
		335	Separation (when conduct is not a factor)
		336	Termination During Probation
		336	Termination During Trial Period
		340	Reduction in Force
		344	Termination - Unacceptable Performance
		345	Termination - Unacceptable Performance
		346	Termination (when conduct is not a factor)
		351	Termination - Displacement
		352	Termination - Lack of Work
		352	Termination - Lack of Funds
		352	Termination - Decl Reloc
		352	Termination - Decl Assign
		352	Termination - Reempl Ann
		352	Termination
		359	Termination
		381	Termination - Unacceptable Performance
357	Termination	352	Termination
430	Placement in Nonpay Status	835	Placement in Nonpay Status
450	Suspension - NTE (date)	365	Suspension NTE (date)
		360	Suspension NTE (date)
		831	Suspension NTE (date)
		832	Suspension NTE (date)
		833	Suspension NTE (date)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
452	Suspension - Indefinite	360	Suspension - Indefinite
		365	Suspension - Indefinite
460	LWOP NTE (date)	460	LWOP NTE (date)
		461	LWOP
		465	LWOP NTE (date)
462	LWP NTE (date)	462	LWP Pend Retire NTE (date)
472	Furlough NTE (date)	472	Furlough NTE (date)
		470	Furlough RIF NTE (date)
		840	Furlough NTE (date)
473	Furlough - MIL	371	Furlough - MIL
480	Sabbatical NTE (date)	480	Sabbatical NTE
500	Conv to Career Appt	500	Conv to Career Appt
		501	Conv to Career Appt
		503	Conv from PMIP to Career Appt
		504	Conv to Career Appt
		540	Conv to Career Appt
		561	Conv to Reemployment
501	Conv to Career-Cond Appt	505	Conv to Career-Cond Appt
		510	Conv to Career-Cond Appt
		511	Conv to Career-Cond Appt
		513	Conv from PMIP to Career-Cond Appt
		541	Conv to Career-Cond Appt
		561	Conv to Reemployment
502	Conv to Career Exec Assign	500	Career Exec Assign - by conv
		501	Career Exec Assign - by conv
		540	Career Exec Assign - by conv
		540	Career Exec Assign - by conv - from (agency)
		561	Career Exec Assign - Reempl - by conv

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
503	Conv to Career Exec Assign - Cond	510	Career Exec Assign - by conv
		511	Career Exec Assign - by conv
		541	Career Exec Assign - from (agency)
		541	Career Exec Assign - by conv
		561	Conv to Reemployment
504	Conv to Noncareer Exec Assign	550	Noncareer Exec Assign - by conv
		552	Noncareer Exec Assign - Indefinite - by conv
		561	Noncareer Exec Assign - Reempl - by conv
507	Conv to Emergency Appt	507	Conv to Emergency - Indefinite Appt
		561	Conv to Reemployment (on Emergency Appt)
508	Conv to Term Appt NTE (date)	508	Conv to Term Appt NTE (date)
		561	Conv to Reemployment (on Term Appt)
512	Conv to Temp Appt - PER	522	Conv to Temp Appt - PER
		561	Conv to Reemployment (on Temp Appt - PER)
515	Conv to Appt NTE (date)	515	Conv to Temp Appt NTE (date)
		520	Conv to Temp Appt NTE (date)
		523	Conv to Temp Appt NTE (date)
		614	Conv to Temp Appt - 1 month
517	Conv to Summer Appt NTE (date)	517	Conv to Temp Appt NTE (date)
		518	Conv to Temp Appt NTE (date)
		519	Conv to Temp Appt NTE (date)
		651	Conv to Exc Appt NTE (date) (to Summer Appointment)
520	Conv to O/S Ltd Appt	530	Conv to O/S Ltd Appt
		561	Conv to Reemployment (on O/S Ltd Appt)

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
522	Conv to O/S Ltd Appt NTE (date)	531	Conv to O/S Ltd Appt NTE (date)
		534	Conv to O/S Ltd Term Appt NTE (date)
		561	Conv to Reemployment
524	Conv to Appt - Status Quo	532	Conv to Appt (Special Tenure)
		561	Conv to Reemployment (on Special Tenure Appt)
		891	Retention in Status Quo
528	Conv to Limited Exec Assign	528	Limited Exec Assign - by conv
		528	Limited Exec Assign - Indefinite - by conv
		561	Limited Exec Assign - Reempl - by conv
540	Conv to Reins - Career	540	Conv to Reins - Career
541	Conv to Reins - Career-Cond	541	Conv to Reins - Career-Cond
542	Conv to SES Career Appt	542	SES Career Appt - by conv
543	Conv to Reins - SES Career	543	Reins - SES Career by conv
		544	Reins - SES Career by conv
546	Conv to SES Noncareer Appt	546	SES Noncareer Appt - by conv
548	Conv to SES Ltd Term Appt NTE (date)	548	SES Ltd Term Appt NTE (date) - by conv
549	Conv to SES Ltd Emergency Appt NTE (date)	549	SES Ltd Emergency Appt NTE (date) - by conv
550	Conv to CZ Career-Cond Appt	553	Conv to Canal Zone Career-Cond Appt
		561	Conv to Reempl

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
551	Conv to CZ Career Appt	550 561	Conv to Canal Zone Career Appt Conv to Reempl
552	Conv to CZ Temp Appt - PER	552 561	Conv to Canal Zone Temp Appt - PER Conv to Reempl
553	Conv to CZ Appt NTE (date)	651	Conv to Canal Zone Temp Appt NTE (date)
554	Conv to CZ Term Appt NTE (date)	561 651	Conv to Reempl Conv to Canal Zone Term Appt NTE (date)
555	Conv to CZ Reappt	550 553	Conv to Canal Zone Reappt - Career Conv to Canal Zone Reappt - Career-Cond
556	Conv to CZ Appt - Status Quo	891	CZ Retention in Status Quo
570	Conv to Exc Appt	550 552 553 561 576 577 579	Conv to Exc Appt Conv to Exc Appt-Indefinite Conv to Exc Appt-Conditional Conv to Reemployment Conv to Veterans Readj Appt Conv to Exc Appt Conv to Exc Appt - PMIP
570	Conv to Exc Appt	724 725 726 727 728 729	State Dept Use " " " " "
570 571	Conv to Exc Appt Conv to Exc Appt NTE (date)	521 525 555 556 557 558 559	State Dept Conversions " " " " " "

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
571	Conv to Exc Appt NTE (date)	578	Conv to Exc Appt NTE (date)
		651	Conv to Exc Appt NTE (date) (unless to Summer Appt)
580	Conv to Reg Rural Carrier	580 thru 589	Postal Service
702	Promotion	701	Promotion
		701	Career Exec Assign - by prom
		702	Promotion
		702	Promotion - Permanent
		702	Career Exec Assign - by prom
		702	Noncareer Exec Assign - by prom
703	Promotion NTE (date)	702	Promotion - Term
		702	Promotion - Temp
		702	Promotion - Indefinite
713	Chg to Lower Grade	710	Chg to Lower Grade
		711	Chg to Lower Grade
		712	Chg to Lower Grade - RIF
		712	Career Exec Assign - RIF
		713	Chg to Lower Grade
		713	Career Exec Assign
		713	Noncareer Exec Assign
		714	Chg to Lower Grade
		715	Chg to Lower Grade
		715	Career Exec Assign
		715	Noncareer Exec Assign
716	Chg to Part-time Fixed	717	Chg to Part-time Fixed Schedule
721	Reassignment	720	Reassignment - RIF
		720	Career Exec Assign - by reassign - RIF
		721	Reassignment - Permanent
		721	Reassignment
		721	Career Exec Assign - by reassign
		721	Noncareer Exec Assign - by reassign
		722	Reassignment

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
730	Detail NTE (date)	730	Detail NTE (date)
731	Ext of Detail NTE (date)	731	Ext of Detail NTE (date)
732	Termination of Detail	732	Termination of Detail
735	Grade Restoration	735	Grade Restoration
736	Grade Retention	736	Grade Retention - Decl Transfer
		737	Grade Retention - Reclassification
		738	Grade Retention - RIF
740	Position Change	740	Psn Chg
		741	Psn Chg - Reclassification
		742	Psn Chg - RIF
		744	Psn Chg to Lower Grade
		744	Psn Chg to Lower Grade - Permanent
		745	Psn Chg to Intervening Grade
		745	Psn Chg to Intervening Grade - Permanent
		746	Psn Chg to Same Grade
		746	Psn Chg to Same Grade - Permanent
		747	Position Chg to Retained Grade
		747	Psn Chg to Retained Grade - Permanent
741	Position Change NTE (date)	744	Psn Change to Lower Grade - Temp
		745	Psn Chg to Intervening Grade - Temp
		746	Psn Chg to Same Grade - Temp
		747	Psn Chg to Retained Grade - Temp

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
750	Continuance NTE (date)	870	Continuance
760	Ext of Appt NTE (date)	760	Ext of Temp Appt NTE (date)
		760	Ext of O/S Ltd Appt NTE (date)
		760	Ext of O/S Ltd Term Appt NTE (date)
		761	Ext of Exc Appt NTE (date)
		761	Ext of Canal Zone Temp Appt NTE (date)
761	Ext of Summer Appt NTE (date)		None
762	Ext of SES Appt NTE (date)	762	Ext of SES Ltd Term Appt NTE (date)
		762	Ext of SES Ltd Emergency Appt NTE (date)
		763	Ext of SES Appt NTE (date)
765	Ext of Term Appt NTE (date)	760	Ext of Term Appt NTE (date)
769	Ext of Promotion NTE (date)	769	Ext of Temp Promotion
770	Ext of Psn Chg NTE (date)	768	Ext of Psn Chg NTE (date)
772	Ext of Furlough NTE (date)		None
773	Ext of LWOP NTE (date)	466	Ext of LWOP NTE
773	Ext of LWOP NTE (date)		None

FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
780	Name Chg from (previous name)	780	Name Chg from (previous name)
781	Chg in Work Schedule	894	Pay Adj - to part time
		894	Pay Adj - to full time
		894	Pay Adj - to intermittent
782	Chg in Hours		None
790	Realignment	790	Mass Chg
792	Chg in Duty Station	792	Chg in Duty Station
800	Chg in Data Element	012	Change in Minority Group Designator
		013	Change in Reportable Handicap
		794	Chg in Agency Code
		820	Chg in Occupation Code
		821	Chg in Retirement Code
		879	Chg in Supervisory-Management Indicator
		885	Chg in FC/SE
		886	Chg in PRD
866	Term of Grade Retention	862	Exp of Gr Retention
		863	Term of Gr Retention - Decl Offer
		864	Term of Gr Retention - Decl Benefits
880	Chg in Tenure Group	880	Chg in Tenure Group
		550	Conv to Canal Zone Career Tenure
		602	Conv to Career Tenure
881	FEGLI Chg	881	FEGLI Chg
882	Chg in SCD	882	Chg in SCD

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FPM Supplement 296-33		FPM Supplement 296-31	
NOAC	NOA	PAC	NOA
883	Chg in Vet Pref	883	Chg in Vet Pref
888	Denial of Within Grade Inc	888	Denial of Within Grade Inc
890	Merit Pay Cash Award	807	Merit Pay Cash Award
891	Merit Inc	806	Merit Inc
892	Quality Inc	892	Quality Inc
893	Within Grade Inc	893	Within Grade Inc
894	Pay Adj	805	Chg to Merit Pay System
		865	Term of Pay Retention
		894	Pay Adj
		896	Adm Pay Inc
		897	Adm Pay Dec
		838	Pay System Chg
		890	Chg in SES Pay Level
899	Step Adj	899	Step - Rate Chg
Obsolete PACs for which there are no NOACs:			
		721	Reassignment - Temp
		721	Reassignment - Indefinite
		770	Ext of Reassignment - Temp
		771	Chg to U.S. Citizenship (CZMS only)
		875	Chg in Desig of Psn Occupied
		880	Completion of SES Probation
		887	Chg in SPID

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PAY RATE SPECIAL FACTORS

Implementation Date: April 1982
Definition: A designation of special factors which are considered in determining an employee's salary.
Maintenance Agency: U. S. Office of Personnel Management, Compensation Group, Pay Comparability Division

Associated Data Element(s)

Title and Definition	Size/ Class
Pay Rate Determinant: A designation of the special factors, if any, that have been included in the determination of the employee's salary.	1 A/N

Data Representations

Name	Definition/Explanation	Code
	Pay Rate Determinants are defined in terms of provisions in title 5, United States Code; Title 5, Code of Federal Regulations; and supporting instructions in the Federal Personnel Manual. The Pay Rate Determinants may also be used for pay systems not covered by these references that have similar provisions in law, regulation, or administrative procedure.	
Regular Rate	Use this code for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply.	0
Saved Rate--Indefinite	Employee is paid, without time limitation, at a pay rate above the maximum rate for the grade when: (1) prior to January 11, 1979 (the effective date of section 801(a) of the Civil Service Reform Act (CSRA) P. L. 95-454, 92 Stat. 1111), the employee and his or her position had been converted from one pay plan to another under appropriate authority; and (2) the employee is not entitled to either grade or pay retention (codes A, B, J, K, U, or V below) on the effective date of the CSRA. (Note: Section 801(a)(2) of the CSRA repealed 5 U.S.C. 5334(d). Therefore, this code may not be used for conversions effective on or after January 11, 1979.) References: 5 U.S.C. 5334(d) (Repealed) FPM Supplement 990-1, book III, section 539.203(d) FPM Supplement 990-2, book 531, section 52-8 FPM Supplement 532-1, subchapter S10 (except S10-10) FPM Supplement 532-2, subchapter S10 (except S10-8)	2

Data Representations - Continued

Name	Definition/Explanation	Code
Retained Pay--Special Rate Adjustment	Employee is receiving retained pay due to: (1) a downward adjustment of a special rate range that leaves the employee with a pay rate higher than the highest pay rate in the new special rate range; or (2) abolishment of a special rate range that leaves the employee with a pay rate in excess of the top rate of the grade. References: 5 U.S.C. 5363(a)(2) 5 CFR 536.104(a)(3) FPM chapter 530, paragraph 3-6g FPM Supplement 990-1, book III, section 530.306(b)(3) FPM Supplements 532-1 and 532-2, section S5-14(e)(3)	3
Saved Rate--Other	Employee is receiving saved rate pay at a pay rate above the regular rate and no other code is applicable. (This code is not applicable for saved rates under the Federal Wage System or the General Schedule.)	4
Special and Superior Qualifications Rates	(Combination of 6 and 7 below. Same references apply.)	5
Special Rate	Employee is paid at a special rate, established under appropriate authority to recruit well qualified individuals in selected occupations and locations. (If employee is also entitled to a retained grade, use code E or F, as appropriate.) References: 5 U.S.C. 5303; 5343(a)(1)(A)(ii); and 5343(a)(1)(B)(ii) FPM chapter 530, subchapter 3 FPM letters in the 530 series FPM Supplement 990-1, book III section 530.302 FPM Supplements 532-1 and 532-2, sections S5-13 (also S8-3b(2)) and S5-14	6
Superior Qualifications Rate	Employee is appointed at a rate higher than the regular minimum rate for the position. The rate is established under appropriate authority to enable the Government to recruit well qualified employees. References: 5 U.S.C. 5333(a) FPM chapter 531, paragraph 2-3b FPM Supplements 532-1 and 532-2, section S8-3b(1) FPM Supplement 990-1, book III, section 531.203(b) FPM Supplement 990-2, subchapter S2-3d	7

Data Representations - Continued

Name	Definition/Explanation	Code
Advanced Rate	Employee is paid at a rate above the minimum of a grade when the employee has regular responsibility for supervision over prevailing rate employees. References: 5 U.S.C. 5333(b) FPM chapter 531, subchapter 3 FPM Supplement 990-1, book III, section 531.301 through 531.305 FPM Supplement 990-2, subchapter S3	8
Retained Grade--Different Position	Employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code E.) References: 5 U.S.C. 5362 5 CFR 536.103	A
Retained Grade--Same Position	Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code F.) References: 5 U.S.C. 5362 5 CFR 536.103	B
Retained Grade and Special Rate--Different Position	Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.	E
Retained Grade and Special Rate--Same Position	Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying the same position held before the grade reduction.	F
Retained Pay--Same Position	Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except S536.104(a)(3)) and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.)	J

Data Representations - Continued

Name	Definition/Explanation	Code
Retained Pay--Different Position	Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except S536.104(a)(3)), but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.)	K
Retained Pay--SES Removal	Following removal from the Senior Executive Service (SES), the employee is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed. Reference: 5 U.S.C. 3594	R
Continued SES Basic Pay	A Senior Executive Service (SES) career employee appointed by the President, by and with the advice and consent of the Senate, to a position for which the rate of basic pay payable is equal to or greater than that payable for level V of the Executive Schedule and the employee elects to continue to receive basic pay as if remaining in the Senior Executive Service position from which appointed. Reference: 5 U.S.C. 3392(c)	S
Retained Grade and Pay--Same Position	The employee: (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code J would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362 and 5363 5 CFR Part 536	U
Retained Grade and Pay--Different Position	The employee: (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code K would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362 and 5363 5 CFR Part 536	V

292-1/ Let. 292-18

Office of Personnel Management

FPM Letter 292-18

Federal Personnel Manual System

FPM Letter 292-18

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Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Geographic Location Codes

Washington, D. C. 20415
July 15, 1982

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

1. New Standard Reference for Geographic Codes. Agencies are advised to use the General Services Administration (GSA) publication Worldwide Geographic Location Codes, dated June 1981, as the standard reference for duty station location codes on reports to the Office of Personnel Management. Copies of the Worldwide Geographic Location Codes (stock number 022-000-00185-0) are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. All codes must be reported as listed in this publication, as updated by this letter. Note that it is no longer necessary to zero-fill the last three positions of codes for territories and foreign countries; OPM will automatically insert zeros in these positions.

2. Obtaining New Geographic Codes. Additional codes for populated places may be requested through the Office of Personnel Management, Compliance and Investigations Group, Data Standards Branch, 1900 E Street, N.W., Washington, D.C. 20415 (Area Code 202, Phone 632-4606). Requestors should also notify their respective agency headquarters of their request to insure coordination. Codes for personnel use must not be requested directly from GSA, since the Office of Personnel Management has agreed with GSA to be the focal point for all such requests for personnel use.

3. Update to the Standard Reference. This letter transmits changes made to the code set subsequent to the publication of the June 1981 code book. Section 1 lists codes that should be deleted from the June 1981 code book. Section 2 lists codes assigned since publication of the June 1981 code book. Section 3 lists codes with changed place names.

4. Effective Date of Changes. All of the changes in the attachment to this letter are effective October 1, 1982. Agencies may make these changes prior to October 1, 1982, but all submissions as of or subsequent to this date must reflect these changes. The Office of Personnel Management will convert the Central Personnel Data File (CPDF) records and validity edits as of October 1, 1982, to reject superseded codes. A conversion table for codes superseded by the new standard reference (plus those superseded by this letter) may be obtained by contacting the Data Standards Branch (address in paragraph 2 above).

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Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, Area Code 202, Phone 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

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Pm 1.14/3:

5. Automated Version of the Geographic Codes. The geographic location code set, as modified by this letter, is available to agencies on magnetic tape (9 channel, 800 or 1600 BPI). This tape includes both the geographic location codes and the place name of the coded entity. In addition, the Standard Metropolitan Statistical Area (SMSA) code associated with each geographic location is provided for agency use. The SMSA code should not, however, be reported to the Office of Personnel Management. Arrangements to receive a copy of this tape may be made in writing to the Office of Personnel Management, Compliance and Investigations Group, Data Standards Branch, 1900 E Street N.W., Washington, D.C. 20415.

Donald J. Devine
Director

Attachment

Section 1 - Deletions

Old Code	Old Name	Replace With
PUERTO RICO		
RQ0763000	PUERTA DE PIERRA, S.J.	RQ0765000
GEORGIA		
130000510	COLUMBUS	130000215
130510510	BIBB CITY	130510215
131280510	COLUMBUS	131280215
132195510	FORT BENNING	132195215
MISSOURI		
290000193	STE GENEVIEVE	290000186
290822193	BLOOMSDALE	290822186
295695193	NEW OFFENBURG	295695186
297090193	ST MARYS	297090186
297110193	STE GENEVIEVE	297110186
298232193	WEINGARTEN	298232186
298495193	WOMACK	298495186
NEW MEXICO		
350004061	ACOMA	350004006
350005061	ACOMITA	350005006
350116061	BLUEWATER	350116006
350127061	CASA BLANCA	350127006
350217061	CUBERO	350217006
350269061	ENCINAL	350269006
350312061	FENCE LAKE	350312006
350360061	GRANTS	350360006
350457061	LAGUNA	350457006
350558061	MCCARTYS	350558006
350594061	MESITA	350594006
350598061	MILAN	350598006
350607061	NEW LAGUNA	350607006
350628061	PUGUATE	350628006
350702061	SAN FIDEL	350702006
350708061	SAN RAFAEL	350708006
350718061	SAN MATEO	350718006
350743061	SEAMA	350743006
350747061	SEBOYETA	350747006
SOUTH DAKOTA		
460000131	WASHABAUGH	460000071
461332131	HISLE	461332071
461681131	LONGVALLEY	461681071
462833131	WANBLEE	462833071
TEXAS		
485292039	QUINTANA	485592039
VIRGINIA		
510000695	NANSEMOND	510000800
512148039	RUTHVILLE	512148036
WISCONSIN		
552348199	JUMP RIVER	552348119

Section 2 - Additions

GERMANY, FEDERAL REP OF	
LAUPHEIM	GE5792000
RHEINBERG	GE7355000
UNITED KINGDOM	
SURREY	UK8905000
GEORGIA	
MUSCOGEE	130000215
BIBB CITY	130510215
COLUMBUS	131280215
FORT BENNING	132195215
KENTUCKY	
OLDTOWN	212476089
MISSOURI	
STE GENEVIEVE	290000186
BLOOMSDALE	290822186
NEW OFFENBURG	295695186
ST MARYS	297090186
STE GENEVIEVE	297110186
WEINGARTEN	298232186
WOMACK	298495186
NEW MEXICO	
CIBOLA	350000006
ACOMA	350004006
ACOMITA	350005006
BLUEWATER	350116006
CASA BLANCA	350127006
CUBERO	350217006
ENCINAL	350269006
FENCE LAKE	350312006
GRANTS	350360006
LAGUNA	350457006
MCCARTYS	350558006
MESITA	350594006
MILAN	350598006
NEW LAGUNA	350607006
PAGUATE	350628006
SAN FIDEL	350702006
SAN RAFAEL	350708006
SAN MATEO	350718006
SEAMA	350743006
SEBOYETA	350747006
SOUTH DAKOTA	
HILSE	461332071
LONGVALLEY	461681071
WANBLEE	462833071
VIRGINIA	
RUTHVILLE	512148036
WISCONSIN	
JUMP RIVER	552348119

Section 3 - Changes in Place Name

Code	Old Name	New Name
PUERTO RICO		
RQ0040000	AGUGAS BUENAS, GUAYAMA	AGUAS BUENAS, GUAYAMA
RQ0175000	CAMP TORTUGUERO	CAMPO TORTUGUERO
RQ0195000	CAPARRA HGTS, SAN JUAN	CAPARRA HILLS, SAN JUAN
RQ0712000	PARQUERA, LAJAS	PARGUERA, LAJAS
RQ0756000	PLAO SECO, SAN JUAN	PALO SECO, SAN JUAN
RQ0757000	PLAYA, HUMACAO	PLAYA DE HUMACAO
RQ0765000	PUERTO DE TIERR	PUERTA DE TIERRA
RQ0810000	RIO BALANCO, HUMACAO	RIO BLANCO, HUMACAO
MACAU		
MC0000000	MACAO	MACAU
MC5000000	MACAO	MACAU
ST. CHRISTOPHER-NEVIS		
SC0000000	ST. CHRISTOPHER-NEVIS-ANGUILLA	ST. CHRISTOPHER-NEVIS
YEMEN (SANAA)		
YE0000000	YEMEN (SANA)	YEMEN (SANAA)
YE7000000	SANA	SANAA
ZIMBABWE		
ZI1000000	KARIBA	BULAWAYO
ZI8000000	SALISBURY	HARARE

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Supplement 292-1
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SUBJECT: Update to Personnel Data Standards

Washington, D. C. 20415
November 4, 1982

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

PURPOSE

1. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

BACKGROUND

2. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for CPDF.

SPECIFIC CHANGES

3. The attachment to this FPM letter revises the set of valid codes for the data elements Agency Code, Legal Authority, Nature of Action Code, Occupational Code, and Pay Plan Code.

EFFECTIVE DATE

4. All of the changes and revisions documented in this letter are effective immediately.

Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code 202, 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

• U.S. GOVERNMENT PRINTING OFFICE: 1982- 361-393/1252

PM 1.14/3:

Agency Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Department of Agriculture Economic Analysis Staff		AG19
Department of Labor Veterans Employment Service		DLVE
Department of the Interior Minerals Management Service		IN23
General Services Administration Office of Oversight		GS18
Deletions:		
U.S. Postal Service		P000
Headquarters		P001
Field		P002
Change:		
From International Communication Agency		IB00
To United States Information Agency		IB00

Legal Authority

Data Representations

Name	Definition/Explanation	Code
AUTHORITIES OF RESPONSIBLE ORGANIZATIONS INCLUDING OFFICE OF PERSONNEL MANAGEMENT, MERIT SYSTEMS PROTECTION BOARD, EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, LABOR RELATIONS, AND COURT DECISIONS		
Changes:		
From Authority, Decision and date		ATM
To 5 U.S.C. 302		ATM
FPM CHAPTERS, LETTERS, AND SUPPLEMENTS		
Additions:		
FPM Supp 990-2, Bk 630, S12-Decl		GLK

Data Representations - Continued

Name	Definition/Explanation	Code
Changes:		
From FPM Ch 316, S4-6e		CTM
To FPM Ch 316, S4-6d		CTM
From FPM Supp 990-2, Bk 630, S12-2		GLM
To FPM Supp 990-2, Bk 630, S12		GLM
	CODE OF FEDERAL REGULATIONS	
Additions:		
Reg 531.204(d)		QUM
Reg 930.204		SZR
Reg 930.205		SZS
Changes:		
From Reg 531.401		Q5M
To Reg 531.409		Q5M
From Reg 831.501(a)		SQM
To Reg 831.501(b)		SQM
From Reg 831.501(a) Disability		SRM
To Reg 831.501(a)		SRM
	CANAL AREA AUTHORITIES	
35 CFR 251.42(b)		TCK
35 CFR 251.43		TEK
35 CFR 253.42		TJK
35 CFR 253.42(b)		TLK
35 CFR 253.43 Register		TMK
35 CFR 253.43		TNK
35 CFR 253.44(a)		TPK
35 CFR 253.44(b)		TRK
35 CFR 253.45(a)		TSK
35 CFR 253.45(e)		TTK
35 CFR 253.46		TVK
35 CFR 253.72		TXK
35 CFR 253.241(c)		TAL
35 CFR 253.291		TKL

Data Representations - Continued

Name	Definition/Explanation	Code
	TITLE 5 U.S.C.	
Additions:		
5 U.S.C. 5383		VWH
	SCHEDULE A, B, AND C AUTHORITIES	
Additions:		
Sch B, 213.3202(1)		YLM
	MISCELLANEOUS AUTHORITIES	
Additions:		
E.O. 12362		ZJK

Nature of Action Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Furlough		471
Deletions:		
Appointment Subrural Carrier		190
Appointment Auxiliary/Assistant Emergency Subrural Carrier		191
Conversion to Regular Rural Carrier Appointment		580
Change to Part-time Fixed		716

Occupational Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Financial clerical and assistance		0503
Auditing		0511

Pay Plan Code

Data Representations

Name	Definition/Explanation	Code
Additions: (For General Use)		
Nonsupervisory-negotiated pay employees		BB
Leader-negotiated pay employees		BL
Printing and Lithographic-negotiated pay employees		BP
Supervisory-negotiated pay employees		BS
Nonsupervisory production facilitating special schedule printing employees		XD
Leader special schedule printing employees		XL
Supervisory production facilitating special schedule printing employees		XN
Nonsupervisory special schedule printing employees		XP
Supervisory special schedule printing employees		XS
Additions: (For Use By Specific Agencies)		
Demonstration Specialist	Director of Laboratory Programs (Department of the Navy)	DS
Defense Intelligence Senior Executive Service	Defense Intelligence Agency	EP
Senior Foreign Service (SFS) P.L. 96-465, Section 103(3)	Department of State, United States Information Agency, ACTION, United States International Development Cooperation Agency, International Trade Administration (Department of Commerce), Foreign Agricultural Service (Department of Agriculture), Peace Corps.	FE
Foreign Service Personnel P.L. 96-465, Section 103(5)	Department of State, United States Information Agency, ACTION, United States International Development Cooperation Agency, International Trade Administration (Department of Commerce), Foreign Agricultural Service (Department of Agriculture, Peace Corps.	FP
Temporary SFS Equivalent eligible for SFS	Department of State, United States Information Agency, ACTION, United States International Development Cooperation Agency, International Trade Administration (Department of Commerce), Foreign Agricultural Service (Department of Agriculture), Peace Corps. Valid through June, 1984 only.	FQ

Data Representations - Continued

Name	Definition/Explanation	Code
Deletions: (For Use By Specific Agencies)		
Postal Technical Administrative Clerical Schedule-nonbargaining	United States Postal Service	PA
Hourly Rate Rural Route Employees	United States Postal Service	PB
Postal Data Center, Bargaining PES Employees	United States Postal Service	PC
Automatic Data Processing Center	United States Postal Service	PD
Postal Executive Schedule	United States Postal Service	PE
Noncity Delivery Employees	United States Postal Service	PF
Nurses	United States Postal Service	PG
Research and Development Bargaining Unit	United States Postal Service	PH
Postal Career Executive Service	United States Postal Service	PI
USPS Headquarter, Bargaining Special Schedule, Custodial	United States Postal Service	PK
Postal Management Schedule	United States Postal Service	PM
Employment under Postal Management Schedule with salary above the established schedule for steps 1-7.	United States Postal Service	PN
Postal Service Temporary Rate Schedule	United States Postal Service	PP
Rural Carriers Schedule	United States Postal Service	PR
Postal Service bargaining employees	United States Postal Service	PS
Casual and Public Policy Temporary Employees	United States Postal Service	PT
Western Area Supply Center ADP Employees	United States Postal Service	PW
Coin Manufacturing	Department of the Treasury	WH

292-1/let. 292-21

Office of Personnel Management

FPM Letter 292-21

Federal Personnel Manual System

FPM Letter 292-21

SUBJECT: Update to Personnel Data Standards

Published in advance
of incorporation in FPM
Supplement 292-1

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
June 30, 1983

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

PURPOSE

1. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

BACKGROUND

2. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for the CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for the CPDF.

SPECIFIC CHANGES

3. The attachment to this FPM letter revises the set of valid codes for the data elements Agency Code, Legal Authority, Location Code, Occupational Code, Pay Plan Code, and Record Type.

EFFECTIVE DATE

4. All of the changes and revisions documented in this letter are effective immediately.

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Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code 202, 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

U.S. GOVERNMENT PRINTING OFFICE: 1983-381-383: 1403

OPM FORM 652 1/79

PM 1.14/3:

Agency Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Department of the Air Force		
Headquarters, Space Command		AF1S
Air Force Review Boards Office		AF2M
Architectural and Transportation Barriers Compliance Board		BT00
Department of Defense		
Department of Defense Inspector General		DD26
Department of the Interior		
Office of the Inspector General		IN24
National Foundation on the Arts and the Humanities		
Institute of Museum Services		AH03
Deletions:		
Cost Accounting Standards Board		CJ00
Foreign Claims Settlement Commission		FS00
National Advisory Commission on Resource Conservation and Recovery		AV00
National Commission on Unemployment Compensation		UC00
National Transportation Policy Study Commission		TG00
President's Commission on the Coal Industry		KL00
U.S. Sinai Support Mission		SV00
Changes:		
From Domestic Policy Staff		DC00
To Office of Policy Development		DC00
From Committee for Purchase of Product and Services of the Blind and Other Severely Handicapped		HB00
To Committee for Purchase from the Blind and Other Severely Handicapped		HB00

Legal Authority

Data Representations

Name	Definition/Explanation	Code
Additions:		
35 CFR 251.13		TAK
SCH A, 213.3102(j)		WJM
Summer Aid, appointed under an authority other than SCH A, 213.3102(v), for whom OPM has authorized a ceiling exemption.		ZVM

Data Representations - Continued

Name	Definition/Explanation	Code
Summer Aid, appointed under an authority other than SCH A, 213.3102(w), for whom OPM has authorized a ceiling exemption.		ZWM
Deletion:		
FPM Ch 316, S4-6d		CSM

Location Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
ALASKA		
CLEAR AFB		020462290
ELMENDORF AFB		020710020
FORT RICHARDSON		020798020
INDIANA		
TOBINSPORT		184864123
KENTUCKY		
LOCUST HILL		212032027
MARCUM		212166051
MOUNT SHERMAN		212315123
QUINCY		212714135
SIZEROCK		213026131
WIBORG		213548147
MARYLAND		
RADIANT VALLEY		241294033
MINNESOTA		
TALMOON		276845061
MISSISSIPPI		
EDDICETON		280773037
NEW HAMPSHIRE		
NORTH CHATHAM		330371003
PENNSYLVANIA		
STRONGSTOWN		428208063
UTAH		
WEST VALLEY CITY		492112035

Occupational Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Air traffic assistance		2154
Ship operating		5782
Riverboat operating		5784
Small craft operating		5786
Deckhand		5788

Data Representations - Continued

Name	Definition/Explanation	Code
Deletions:		
Deckhand-sailor		3507
Boat operating		5723
Ship operating		5724
Changes:		
From		
Husbandry		0487
To		
Animal science		0487
From		
Aviation safety officer		1825
To		
Aviation safety		1825
From		
Forging machine operating		3802
To		
Metal forging		3802

Pay Plan Code

Data Representations

Name	Definition/Explanation	Code
Addition: (For Use by Specific Agencies)		
Demonstration General	Director of Laboratory Programs (Department of the Navy)	DG
Deletion: (For Use by Specific Agencies)		
Demonstration Clerical	Director of Laboratory Programs (Department of the Navy)	DC

Record Type

Data Representations

Name	Definition/Explanation	Code
Addition:		
Record Type W	Used to establish or change merit pay pool and/or performance level data.	W

292-1/Let. 292-22

Office of Personnel Management
Federal Personnel Manual System
FPM Letter 292-22

FPM Letter 292-22

Published in advance
of incorporation in FPM
Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Update to Retirement System Data Standard

Washington, D. C. 20415
September 1, 1983

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

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PURPOSE

1. The purpose of this letter is to transmit changes made to the Retirement System data standard used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

BACKGROUND

2. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for the CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for the CPDF.

SPECIFIC CHANGES

3. The attachment to this FPM letter revises the set of valid codes for the data element Retirement Code. These revisions were necessitated by the Social Security Amendments of 1983, Public Law 98-21, dated April 20, 1983.

EFFECTIVE DATE

4. The new data standard is to be used effective December 1, 1983 for documenting personnel actions and for reporting such actions to the CPDF.

Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code 202, 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

PM 1.14/3:

RETIREMENT SYSTEM, CIVILIAN

CPDF-RET-001

Implementation Date: December 1983
Definition: The legally established systems providing retirement benefits based on prior civilian employment by the U.S. Government or the District of Columbia.
Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	Size/ Class
Retirement code - Identifies the civilian retirement system(s) to which deductions from the employee's pay are credited.	1A/N

Data Representations

Name	Definition/Explanation	Code
Civil Service Retirement System (CS)	....	1
Civil Service Retirement System - Special (CS-Special)	For law enforcement and firefighter personnel	6
Foreign Service System (FS)	....	3
Social Security System (FICA) ...	....	2
FICA and CS	....	R
FICA and CS-Special	....	T
FICA and FS	....	W
FICA and Other	....	X
Other	Other Federal retirement system	5
None	No Federal retirement system	4

☆ U.S. GOVERNMENT PRINTING OFFICE: 1983- 381-393: 1430

292-1/let. 292-23

Office of Personnel Management

FPM Letter 292- 23

Federal Personnel Manual System

FPM Letter 292- 23

Published in advance
of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Update to Personnel Data Standards

Washington, D. C. 20415
November 3, 1983

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

PURPOSE

1. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

BACKGROUND

2. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for the CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for the CPDF.

SPECIFIC CHANGES

3. The attachment to this FPM letter revises the set of valid codes for the data elements Agency Code, Legal Authority, Location Code, and Occupational Code.

EFFECTIVE DATE

4. All of the changes and revisions documented in this letter are effective immediately.

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Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code 202, 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

OPM FORM 652 1/79

PM 1.14/3:

Agency Code

Data Representations		
Name	Definition/Explanation	Code
Additions:		
Department of Agriculture Economic Analysis Staff		AG19
Department of the Air Force Air Reserve Personnel Center		AF0I
Department of Housing and Urban Development Solar Energy and Energy Conservation Bank		HUSS
Department of the Navy Naval Space Command		NV79
Deletions:		
Department of Commerce Office of Product Standards		CM26
Department of Defense Defense Civil Preparedness Agency		DD14
President's Commission on Military Compensation		DD22
Department of Housing and Urban Development Assistant Secretary for Neighborhoods, Voluntary Associations and Consumer Protection		HULL
President's Commission for the Study of Ethical Problems in Medicine and Biomedical and Behavioral Research		PG00
Change:		
Department of Agriculture From Office of Minority Affairs		AG95
To Office of Equal Opportunity		AG95

Legal Authority

Data Representations		
Name	Definition/Explanation	Code
Additions:		
FPM Supp 831-1, S10		GAM
Reg 930.206		SZT
5 U.S.C. 4703		VGL
EO 12015		ZJM
Deletion:		
SCH A, 213.3102 (hh)		XHM

Legal Authority

Data Representations - Continued

Name	Definition/Explanation	Code
Change:		
From		
EO 12364		ZJM
To		
EO 12364		ZJP

Location Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
BRUNEI		
BANDAR SERI BEGAWAN		BX6000000
HONDURAS		
TRUJILLO		HO8050000
COLORADO		
EL JEBEL		080721037
PARACHUTE		081941045
MAINE		
GUERETTE		233465003
NORTH DAKOTA		
LINCOLN		381864015
OREGON		
PRINCETON		411692025
PENNSYLVANIA		
POND EDDY		426694103

Occupational Code

Data Representations

Name	Definition/Explanation	Code
Additions:		
Nuclear materials courier		0084

* U.S. GOVERNMENT PRINTING OFFICE: 1983-425-076:1475

292-1/Let. 292-24

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-24

FPM Letter 292-24

Published in advance of incorporation in FPM
Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Update to Retirement System Data Standard

Washington, D. C. 20415
January 12, 1984

Heads of Departments and Independent Establishments:

This FPM letter supersedes FPM Letter 292-22.

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS AND AUTOMATED SYSTEMS MANAGERS

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PURPOSE

1. The purpose of this letter is to transmit changes made to the Retirement System data standard used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

BACKGROUND

2. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for the CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for the CPDF.

SPECIFIC CHANGES

3. The attachment to this FPM letter revises the set of valid codes for the Retirement Code data element. These revisions are necessitated by the Social Security Amendments of 1983 (Public Law 98-21 dated April 20, 1983), and by the Federal Physicians Comparability Allowance Amendments of 1983 (Public Law 98-168, dated November 29, 1983).

EFFECTIVE DATE

4. The new data standard is to be used effective December 1, 1983 for documenting personnel actions and for reporting such actions to the CPDF.

Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code 202, 632-6294

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

• U.S. GOVERNMENT PRINTING OFFICE 1983- 381-383 1521
OPM FORM 652 1/79

PM 1.14/3:

RETIREMENT SYSTEM, CIVILIAN CPDF-RET-001

Implementation Date: December 1983

Definition: The legally established systems providing retirement benefits based on prior civilian employment by the U.S. Government or the District of Columbia.

Maintenance Agency: U.S. Office of Personnel Management, Compensation Group.

Associated Data Element(s)

Title and Definition	Size/ Class
Retirement code - Identifies the civilian retirement system(s) to which deductions from the employee's pay are credited.	1A/N

Data Representations

Name	Definition/Explanation	Code
	Single Systems	
Civil Service Retirement System (CS)		1
Civil Service Retirement System - Special (CS-Special)	For law enforcement and firefighter personnel	6
Foreign Service System (FS)		3
Social Security System (FICA)		2
Other	Other Federal retirement system	5
None	No Federal retirement system	4
	Combinations of FICA and 1.3% Contributions	
	Employee makes full contribution to FICA and 1.3% contribution to other system.	
FICA and CS (1.3%)		C
FICA and CS-Special (1.3%)	For law enforcement and firefighter personnel	E
FICA and FS (1.3%)		G
FICA and Other (1.3%)		J
	Combinations of FICA and Full Contributions	
	Employee makes full contribution to FICA and full contribution to other system.	
FICA and CS (7%)		R
FICA and CS-Special (7.5%)	For law enforcement and firefighter personnel	T
FICA and FS		W
FICA and Other		X

292-1/Let. 292-25

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-25

FPM Letter 292-25

Published in advance
of incorporation in FPM

Supplement 292-1
RETAIN UNTIL SUPERSEDED

SUBJECT: Update to Personnel Data Standards

Washington, D. C. 20415
April 11, 1984

Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

1. Purpose. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

2. Background. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for the CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for the CPDF.

3. Specific Changes. The attachment to this FPM letter revises the set of valid codes for the data elements Agency Code, Pay Plan Code, and Occupational Code. In addition, the occupational series for which functional classifications of scientists and engineers are applicable have been revised.

4. Effective Date. All of the changes and revisions documented in this letter are effective immediately.

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Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or Area Code (202) 632-4607

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

* U.S. GOVERNMENT PRINTING OFFICE 1984 2010
OPM FORM 652 1/79

PM 1.14/3:

Agency Code

Data Representations		
Name	Definition/Explanation	Code
Additions:		
Department of the Air Force Air University		AFOK
Department of the Army U.S. Army Transportation Center		ARMB
Presidential Commission on Indian Reservation Economies		IR00
Deletion:		
Department of Agriculture Office of Administrative Systems		AG75

Functional Classification of Scientists and Engineers

Data Representations		
Name	Definition/Explanation	Code

The changes to the occupational series for which functional classifications are applicable are listed below:

Addition:		
Recreation/Creative Arts Therapist		0638
Deletion:		
Park Management		0025

Occupational Code

Data Representations			
Name	Definition/Explanation	PATCO	Code
Addition:			
Engineering technology	For use by the Department of Defense in the states of Arizona, California, Hawaii, and Nevada only.	T	0805
Change:			
From Shipment clerical			2134
To Shipment clerical and assistance			2134

Pay Plan Code

Data Representations

Name	Definition/Explanation	Code
Deletions:		
Foreign Service Information Officer		FI
Printing and lithographic pay schedules - Federal Wage System		WI
Printing and lithographic pay schedules - Federal Wage System		WP

292-1/let. 292-26

Office of Personnel Management

FPM Letter 292-26

Federal Personnel Manual System

FPM Letter 292-26

Published in advance of incorporation in FPM Supplement 292-1
RETAIN UNTIL SUPERSEDED

NEWARK PUBLIC LIBRARY

SUBJECT: Geographic Location Codes

MAY 31 1984

Washington, D. C. 20415
May 18, 1984

Heads of Departments and Independent Establishments:

U. S. GOVT. PUBS.
DEPOSITORY 376

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS AND AUTOMATED SYSTEMS MANAGERS

1. Standard Reference for Geographic Codes. Agencies are advised to use the General Services Administration (GSA) publication Worldwide Geographic Location Codes, dated June 1981, as the standard reference for duty station location codes on reports to the Office of Personnel Management. Copies of the Worldwide Geographic Location Codes (stock number 022-000-00185-0) are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. All codes must be reported as listed in this publication, as updated by FPM Supplement 292-1, Personnel Data Standards, and this letter. Note that it is no longer necessary to zero-fill the last three positions of codes for territories and foreign countries; OPM will automatically insert zeros in these positions.

2. Obtaining New Geographic Codes. Additional codes for populated places may be requested through the Office of Personnel Management, Compliance and Investigations Group, Data Standards Branch, 1900 E Street, N.W., Washington, D.C. 20415 (Area Code 202, Phone 632-4606). Requestors should also notify their respective agency headquarters of this request to insure coordination. Codes for personnel use must not be requested directly from GSA, since the Office of Personnel Management has agreed with GSA to be the focal point for all such requests for personnel use.

3. Update to the Standard Reference. This letter transmits changes made to the code set subsequent to publication of FPM Letter 292-18, Geographic Location Codes, superseded by Installment 5 to FPM Supplement 292-1, Personnel Data Standards. This update is necessitated by the National Bureau of Standards' Federal Information Processing Standards Publication (FIPS PUB) change notices 12, 13, and 14 to FIPS PUB 10-2, Countries, Dependencies, and Areas of Special Sovereignty. In addition, the Office of Management and Budget recently announced revised definitions of the Metropolitan Statistical Areas (MSAs), formerly called Standard Metropolitan Statistical Areas (SMSAs). Paragraph 5 of this letter provides agencies with information as to how to obtain an automated version of the code set that includes the new MSAs.

4. Effective Date of Changes. All of the changes in the attachment to this letter are effective July 1, 1984. Agencies may make these changes prior to July 1, 1984, but all submissions as of or subsequent to this date must reflect these changes. The Office of Personnel Management will convert the Central Personnel Data File (CPDF) records and validity edits as of July 1, 1984 to reject superseded codes.

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, Area Code 202, 632-4606

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

* U.S. GOVERNMENT PRINTING OFFICE: 1984 2040
OPM FORM 652 1/79

Pm 1.14/3:

5. Automated Version of the Geographic Codes. The geographic location code set, as modified by this letter, is available to agencies on magnetic tape (9 channel, 800 or 1600 BPI). This tape includes both the geographic location codes and the place name of the coded entity. In addition, the Metropolitan Statistical Area (MSA) code associated with each geographic location is provided for agency use. The MSA code should not, however, be reported to the Office of Personnel Management. Arrangements to receive a copy of this tape may be made in writing to the Office of Personnel Management, Compliance and Investigations Group, Data Standards Branch, 1900 E Street, N.W., Washington, DC 20415.

Donald J. Devine
Director

Attachment

Section 1 - Deletions

Old Code	OLD NAME	Replace With
AUSTRALIA		
AS0710000	ASHMORE AND CARTIER ISL	AT0000000
AS2150000	CORAL SEA ISLANDS	CR0000000
BENIN		
DM0000000	BENIN	BN0000000
US MISC PACIFIC ISLANDS		
IQ0000000	US MISC PACIFIC ISLANDS	DQ0000000, HQ0000000, KQ0000000, or LQ0000000
IQ1000000	BAKER ISLAND	FQ0000000
SVALBARD AND JAN MAYEN		
JS0000000	SVALBARD AND JAN MAYEN	SV0000000 or JN0000000

Section 2 - Additions

Place Name	Code
BENIN	
BENIN	BN0000000
BASSAS DA INDIA	
BASSAS DA INDIA	BS0000000
CORAL SEA ISLANDS	
CORAL SEA ISLANDS	CR0000000
JARVIS ISLAND	
JARVIS ISLAND	DQ0000000
EUROPA ISLAND	
EUROPA ISLAND	EU0000000
BAKER ISLAND	
BAKER ISLAND	FQ0000000
GUERNSEY	
GUERNSEY	GK0000000
GLORIOSO ISLANDS	
GLORIOSO ISLANDS	GO0000000
HOWLAND ISLAND	
HOWLAND ISLAND	HQ0000000
MAN, ISLE OF	
MAN, ISLE OF	IM0000000
CLIPPERTON ISLAND	
CLIPPERTON ISLAND	IP0000000

Section 2 - Additions - Continued

Place Name	Code
JERSEY JERSEY	JE0000000
JAN MAYEN JAN MAYEN	JN0000000
JUAN DE NOVA ISLAND JUAN DE NOVA ISLAND	JU0000000
KINGMAN REEF KINGMAN REEF	KQ0000000
CHRISTMAS ISLAND CHRISTMAS ISLAND	KT0000000
PALMYRA ATOLL PALMYRA ATOLL	LQ0000000
MAYOTTE MAYOTTE	MF0000000
SVALBARD SVALBARD	SV0000000
TROMELIN ISLAND TROMELIN ISLAND	TE0000000

Section 3 - Changes in Place Name

Code	Old Name	New Name
ANTIGUA AND BARBUDA AC0000000	ANTIGUA	ANTIGUA AND BARBUDA
CAPE VERDE CV0000000	CAPE VERDE, REP OF	CAPE VERDE
ST. CHRISTOPHER & NEVIS SC0000000	ST. CHRISTOPHER-NEVIS	ST. CHRISTOPHER & NEVIS
TAIWAN TW0000000	CHINA (TAIWAN)	TAIWAN
VIETNAM VM0000000	VIET-NAM	VIETNAM
VIRGIN ISLANDS VQ0000000	VIRGIN ISLANDS OF U.S.	VIRGIN ISLANDS

292-1/let. 292-27

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-27

SUBJECT: Update to Personnel Data Standards

FPM Letter 292-27

Published in advance
of incorporation in FPM

Supplement 292-1
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Washington, D. C. 20415

June 4, 1984

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Heads of Departments and Independent Establishments:

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORS

AND AUTOMATED SYSTEMS MANAGERS

1. Purpose. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and, more specifically, in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

2. Background. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the Central Personnel Data File (CPDF). Due to the dynamic nature of many of the CPDF data elements, periodic updates to the representation sets used in reporting to the CPDF are necessary. Complete submission instructions for the CPDF are contained in FPM Supplement 298-1, The Central Personnel Data File (CPDF). FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on preparing the forms that serve as the original source documents for the CPDF.

3. Specific Changes. The attachment to this FPM letter revises the set of valid codes for the data elements Agency Code, Legal Authority, Location Code, Occupational Code, and Pay Plan Code.

4. Effective Date. All of the changes and revisions documented in this letter are effective immediately.

Donald J. Devine
Director

Attachment

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or (202) 632-4590

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

* U.S. GOVERNMENT PRINTING OFFICE 1984 2049

Pm 1. 14/3:

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
Additions		
Legislative Branch		
Prospective Payment Assessment Commission		LN00
Department of Housing and Urban Development		
Office of Public and Indian Housing		HUPP
Other Agencies and Independent Establishments		
Commission on Executive, Legislative, and Judicial Salaries		ES00
National Council on the Handicapped		NK00
Deletions		
Department of the Army		
U.S. Army Transportation Center		ARMB
U.S. Army Armament Research and Development Command		ARXA
Other Agencies and Independent Establishments		
National Commission on Student Financial Assistance		SY00
Changes		
Department of the Army		
From: U.S. Army Aviation Research and Development Command		ARXB
To: U.S. Aviation Systems Command		ARXB
From: U.S. Army Armament Material Readiness Command		ARXQ
To: U.S. Army Armament Munitions and Chemical Command		ARXQ
From: U.S. Army Troop Support and Aviation Material Readiness Command		ARXR
To: U.S. Army Troop Support Command		ARXR

LEGAL AUTHORITY

Data Representations

Name	Definition/Explanation	Code
Addition		
SCH C, 213.3302(a)(1)		Y9K
Changes		
From: 35 CFR 253.42(b)		TKL
To: 35 CFR 253.42(b)		TLK
From: SCH C, 213.3302 NTC		Y9M
To: SCH C, 213.3302(a)(2)		Y9M

LOCATION CODE

Data Representations

Name	Definition/Explanation	Code
Additions		
ALASKA		
PORT ALSWORTH		022141070
BENIN		
COTONOU		BN1500000
PORTO NOVO		BN4000000
CHULUOTA		120558117
Deletions		
BENIN		
COTONOU	Changed to BN1500000	DM1500000
PORTO NOVO	Changed to BN4000000	DM4000000

OCCUPATIONAL CODE

Data Representations

Name	Definition/Explanation	PATCO	Code
Additions			
Deckhand-Sailor			3507
Boat operating			5723
Ship operating			5724
Changes			
From: Coal mine inspection		A	1822
To: Mine safety and health		T	1822
From: Summer aid/student aid			3506
To: Summer aid/student aid		O	3506

PAY PLAN CODE

Data Representations

Name	Definition/Explanation	Code
Change		
From:		
Commissioned Corps of the Public Health Service		CC
To:		
Commissioned Corps of the Public Health Service	This pay plan code is not valid for submission to CPDF. It may be used for other documentation purposes.	CC

292-1/let. 292-28

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 292-28

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SUBJECT: Update to Personnel Data Standards

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of incorporation in FPM
Supplement 292-1

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Washington, D. C. 20415
August 28, 1984

Heads of Departments and Independent Establishments:

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Donald J. Devine
Director

Attachments

Inquiries: Compliance and Investigations Group, Office of Workforce Information, Data Standards Branch, FTS or (202) 632-5029

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

☆ U.S. GOVERNMENT PRINTING OFFICE 1984 2084
OPM FORM 552 1/79

PM 1.14/3:

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
Additions		
Department of Labor		
Office of Pension and Welfare Benefit Programs		DLPW
Office of Labor-Management Standards		DLSE
Other Agencies and Independent Establishments		
African Development Foundation		AN00
Changes		
From: U.S. Aviation Systems Command		ARXB
To: U.S. Army Aviation Systems Command		ARXB
From: State, Regular		ST01
To: Department of State		ST01
Deletions		
Legislative Branch		
Motor Carrier Ratemaking Study Commission		LJ00
Department of the Air Force		
Reservists, Central Managed		AF3I
Department of the Army		
U.S. Army DARCOM, (Reserved)		ARXV
Department of Commerce		
Bureau of Industrial Economics		CM38
Department of Defense		
Defense Audit Service		DD20
Department of Housing and Urban Development		
New Community Development Corporation		HUNN
Department of the Navy		
Weather Service Command (WEASERV)		NV64
National Foundation on the Arts and the Humanities		
National Foundation on the Arts and the Humanities		AH00
United States International Development Cooperation Agency		
United States International Development Cooperation Agency		AM00
General Services Administration		
Office of External Affairs		GS17
National Aeronautics and Space Administration		
Flight Research Center		NN24
Wallops Station		NN53
NASA Pasadena Office		NN56
Office of Inspector General		NN80

Central Personnel Data File (CPDF) Data Elements and Representations

LEGAL AUTHORITY

Data Representations

Name	Definition/Explanation	Code
Addition		
32 U.S.C. 709		V8K
Change		
From: FPM Supp 831-1, S10-11a		GFM
To: FPM Supp 831-1, S10-10		GFM

LOCATION CODE

Data Representations

Name	Definition/Explanation	Code
Additions		
New Jersey		
Voorhees		343465007
Texas		
Woodland		487591387

OCCUPATIONAL CODE

Data Representations

Name	Definition/Explanation	PATCO	Code
Deletions			
Bookkeeping machine operation		C	0354
Calculating machine operation		C	0355
Budget and accounting		A	0504
Benefit-payment roll		C	0547
Public health dental hygiene		T	0684
Education program		P	1720
Quality inspection		T	1960

Optional Personnel Data Elements and Representations

REMARKS CODE

	Data Representations	
Name	Definition/Explanation	Code
Addition		
Salary includes WGI for which employee became eligible on (date)		P19
Change		
From:	Repromoted to a higher grade or position from which downgraded without personal cause and not at employee's request.	K17
To:	Repromotion to grade not above that from which downgraded without personal cause and not at employee's request.	K17

292-1/ let. 292-29

Office of Personnel Management

FPM Letter 292- 29

Federal Personnel Manual System

FPM Letter 292-29

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Supplement 292-1
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SUBJECT: Update to Personnel Data Standards

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Washington, D. C. 20415
January 14, 1985

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Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

Pm 1.14/3:

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
Additions		
Judicial Branch		
	Supreme Court of the United States	JL03
Department of Defense		
	Strategic Defense Initiative Organization	DD27
Other Agencies and Independent Establishments		
	Arctic Research Commission	AW00
	Christopher Columbus Quincentenary Jubilee Commission	AX00
	Commission on the Bicentennial of the U.S. Constitution	BE00
Changes		
Department of Agriculture		
From:	Office of the Secretary	AG01
To:	Immediate Office of the Secretary of Agriculture	AG01
From:	Science and Education Administration	AG40
To:	Immediate Office of the Assistant Secretary for Science and Education	AG40
Department of the Air Force		
From:	Air National Guard (Technical)	AFNG
To:	Air National Guard Units (Title 32)	AFNG
From:	U.S. Air Forces in Europe	AF0D
To:	U.S. Air Forces, Europe	AF0D
From:	HQ Air Force Reserve	AF0M
To:	Headquarters, Air Force Reserve	AF0M
From:	Headquarters USAF	AF0N
To:	Headquarters, U.S. Air Force	AF0N
From:	Air Force Communications Service	AF0Y
To:	Air Force Communications Command	AF0Y
From:	Air Force Testing and Evaluation Center	AF03
To:	Air Force Operational Test and Evaluation Center	AF03
From:	USAF Military Personnel Center	AF09
To:	Air Force Manpower and Personnel Center	AF09
From:	Headquarters, Space Command	AF1S
To:	Space Command	AF1S
From:	Air Force Service Information News Center	AF2G
To:	Air Force Service Information and News Center	AF2G
From:	Headquarters, Air National Guard Support Center	AF2I
To:	Air National Guard Support Center	AF2I

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
From:	1947 Administrative Support Group	AF2J
To:	1947th Headquarters Support Group	AF2J
From:	Arnold F. Simpson Historical Research Center	AF2K
To:	U.S. Air Force Historical Research Center	AF2K
From:	Air Force Elements Other	AF3V
To:	Air Force Special Activity Elements	AF3V
From:	Air National Guard	AF34
To:	Air National Guard Units (Mobilization)	AF34
Department of the Army		
From:	Office, Chief of Staff, U.S. Army	ARCS
To:	Immediate Office of the Chief of Staff of the Army	ARCS
From:	U.S. Army Europe and Seventh Army	ARE1
To:	Immediate Office of the Commander-in-Chief of the U.S. Army Europe and Seventh Army	ARE1
From:	U.S. Army V Corps (USAREUR)	ARE5
To:	U.S. Army V Corps	ARE5
From:	32nd Army Air Defense Command (USAREUR)	ARE6
To:	32nd Army Air Defense Command	ARE6
From:	U.S. Army VII Corps (USAREUR)	ARE7
To:	U.S. Army VII Corps	ARE7
From:	4th Transportation Brigade (USAREUR)	ARE9
To:	4th Transportation Brigade	ARE9
From:	59th Ordnance Brigade (USAREUR)	ARE0
To:	59th Ordnance Brigade	ARE0
From:	7th Signal Brigade (USAREUR)	ARED
To:	U.S. Military Community Activity Heidelberg	ARED
From:	U.S. Army Special Forces (USAREUR)	AREF
To:	U.S. Army Special Forces, Europe	AREF
From:	56th Field Artillery Brigade (USAREUR)	AREH
To:	56th Field Artillery Brigade	AREH
From:	18th Engineering Brigade	AREJ
To:	Contopo Field Support Element, Europe	AREJ
From:	National Guard Bureau	ARGB
To:	Office of the Chief of the National Guard Bureau	ARGB
From:	U.S. Army Military Academy	ARMA
To:	U.S. Military Academy	ARMA
From:	The Office of Surgeon General	ARMD
To:	The Surgeon General	ARMD

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
From:	Army National Guard	ARNG
To:	Army National Guard Units (Title 32)	ARNG
From:	Military Enlistment Processing Command	ARPC
To:	Military Entrance Processing Command	ARPC
From:	Field Operating Agencies of the OSA and the Army Staff	ARSF
To:	Field Operating Agencies of the Secretary of the Army and the Army Staff	ARSF
From:	U.S. Army Material Development and Readiness Command, Headquarters	ARX2
To:	Headquarters, DARCOM	ARX2
From:	U.S. Army Material Development and Readiness Command, Headquarters Staff Support Activities	ARX3
To:	Headquarters Staff Support Activities, DARCOM	ARX3
From:	U.S. Army Material Development and Readiness Command, Training Activities	ARX4
To:	Training Activities, DARCOM	ARX4
From:	U.S. Army DARCOM U.S. Army Tank Automotive Command	ARX7
To:	U.S. Army Tank Automotive Command	ARX7
From:	U.S. Army Communications Electronics Command, (CECOM)	ARX8
To:	U.S. Army Communications Electronics Command	ARX8
From:	U.S. Army Natick Research and Development Center	ARXG
To:	U.S. Army Natick Research and Development Command	ARXG
From:	U.S. Army DARCOM, Research Labs	ARXJ
To:	Research Laboratories, DARCOM	ARXJ
From:	U.S. Army DARCOM, Material Acquisition Activities	ARXK
To:	Materiel Acquisition Activities	ARXK
From:	U.S. Army DARCOM, Material Acquisition Project Managers	ARXL
To:	Materiel Acquisition Project Managers	ARXL
From:	Material Readiness Activities	ARXX
To:	Materiel Readiness Activities	ARXX
From:	Material Readiness Project Managers	ARXY
To:	Materiel Readiness Project Managers	ARXY
Department of Commerce		
From:	Office of the Secretary	CM01
To:	Immediate Office of the Secretary of Commerce	CM01
From:	Patent Office	CM11
To:	Patent and Trademark Office	CM11

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	**Definition/Explanation**	**Code**
From:	U.S. Travel Service	CM14
To:	U.S. Travel and Tourism Administration	CM14
From:	Office of the Inspector General	CM41
To:	Inspector General	CM41
From:	Economic Affairs Units	CM43
To:	Immediate Office of the Under Secretary for Economic Affairs	CM43
Department of Defense		
From:	Office of the Secretary of Defense	DD01
To:	Immediate Office of the Secretary of Defense	DD01
From:	Armed Forces Information and Education Activities	DD09
To:	Armed Forces Information Service	DD09
From:	Civilian Health and Medical Program of the Uniformed Services	DD17
To:	Office of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)	DD17
From:	Tri-Service Medical Information System Program Office	DD18
To:	Tri-Service Medical Information System (TRIMIS) Program Office	DD18
From:	Department of Defense Inspector General	DD26
To:	Office of the Inspector General	DD26
Department of Education		
From:	Office of the Secretary	EDEA
To:	Immediate Office of the Secretary of Education	EDEA
From:	Office of the Under Secretary	EDEB
To:	Office of the Under Secretary of Education	EDEB
From:	Assistant Secretary for Civil Rights	EDEC
To:	Office for Civil Rights	EDEC
From:	Inspector General	EDEF
To:	Office of the Inspector General	EDEF
From:	General Counsel	EDEG
To:	Office of the General Counsel	EDEG
From:	Assistant Secretary for Special Education and Rehabilitative Services	EDEH
To:	Office of Special Education and Rehabilitative Services	EDEH
From:	Assistant Secretary for Legislation and Public Affairs	EDEJ
To:	Office of Legislation and Public Affairs	EDEJ

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
From:	Deputy Under Secretary for Intergovernmental and Interagency Affairs	EDEK
To:	Office of Intergovernmental and Interagency Affairs	EDEK
From:	Office of Deputy Under Secretary for Planning, Budget, and Evaluation	EDEL
To:	Office of Planning, Budget and Evaluation	EDEL
From:	Office of Deputy Under Secretary for Management	EDEM
To:	Office of Management	EDEM
From:	Assistant Secretary for Post Secondary Education	EDEP
To:	Office of Postsecondary Education	EDEP
From:	Assistant Secretary for Educational Research and Improvement	EDER
To:	Office of Educational Research and Improvement	EDER
From:	Assistant Secretary for Elementary and Secondary Education	EDES
To:	Office of Elementary and Secondary Education	EDES
From:	Director of Bilingual Education and Minority Languages Affairs	EDET
To:	Office of Bilingual Education and Minority Languages Affairs	EDET
From:	Assistant Secretary for Vocational and Adult Education	EDEV
To:	Office of Vocational and Adult Education	EDEV
Department of Health and Human Services		
From:	Center for Disease Control	HE39
To:	Centers for Disease Control	HE39
From:	Office of Human Development	HE60
To:	Office of Human Development Services	HE60
Department of Housing and Urban Development		
From:	Office of the Secretary	HUAA
To:	Office of the Secretary/Under Secretary of Housing and Urban Development	HUAA
From:	Assistant Secretary for Legislative and Intergovernmental Relations	HUJJ
To:	Assistant Secretary for Legislative and Congressional Relations	HUJJ
Department of the Interior		
From:	Office of the Secretary	IN01
To:	Office of the Secretary of the Interior	IN01

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
From:	Office of Surface Mining Reclamation and Enforcement	IN22
To:	Office of Surface Mining	IN22
Department of Justice		
From:	Offices, Divisions, and Boards	DJ01
To:	Immediate Office of the Attorney General	DJ01
From:	Bureau of Prisons Industries	DJ05
To:	Federal Prisons Industries, Inc.	DJ05
From:	Office of Justice Assistance, Research and Statistics	DJ07
To:	Justice System Improvement Act Agencies	DJ07
Department of Labor		
From:	Office of the Secretary	DLAA
To:	Office of the Secretary of Labor	DLAA
From:	Assistant Secretary for Administration and Management	DLAM
To:	Office of the Assistant Secretary for Administration and Management	DLAM
From:	Assistant Secretary for Policy, Evaluation and Research	DLPE
To:	Office of the Assistant Secretary for Policy	DLPE
From:	Veterans Employment Service	DLVE
To:	Veterans Employment and Training Service	DLVE
Department of the Navy		
From:	Immediate Office of the Secretary (IOS)	NV08
To:	Immediate Office of the Secretary of the Navy	NV08
From:	Navy Staff Offices (NSO)	NV09
To:	Navy Staff Offices	NV09
From:	Navy Field Offices (NFO)	NV10
To:	Navy Field Offices	NV10
From:	Chief of Naval Operations (CNO)	NV11
To:	Immediate Office of the Chief of Naval Operations	NV11
From:	Office of Naval Research (ONR)	NV14
To:	Office of Naval Research	NV14
From:	Intelligence Command (INTCOM)	NV15
To:	Naval Intelligence Command	NV15
From:	Bureau of Medicine and Surgery (BUMED)	NV18
To:	Naval Medical Command	NV18

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
From:	Air Systems Command (NAVAIR)	NV19
To:	Naval Air Systems Command	NV19
From:	Bureau of Naval Personnel (BUPERS)	NV22
To:	Chief of Naval Personnel	NV22
From:	Supply Systems Command (NAVSUP)	NV23
To:	Naval Supply Systems Command	NV23
From:	Facilities Engineering Command (NAVFAC)	NV25
To:	Naval Facilities Engineering Command	NV25
From:	Marine Corps (MARCORPS)	NV27
To:	U.S. Marine Corps	NV27
From:	Special Projects Office (SPO)	NV30
To:	Special Projects Office	NV30
From:	Military Sealift Command (MSC)	NV33
To:	Military Sealift Command	NV33
From:	Chief of Naval Material (CNM)	NV37
To:	Immediate Office of the Chief of Naval Material Command	NV37
From:	Electronic Systems Command (NAVELE)	NV39
To:	Naval Electronic Systems Command	NV39
From:	Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)	NV60
To:	Atlantic Fleet	NV60
From:	Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR)	NV61
To:	U.S. Naval Forces, Europe	NV61
From:	Chief of Naval Training (CNT)	NV62
To:	Naval Education and Training Command	NV62
From:	Communications Command (COMMCOM)	NV63
To:	Naval Telecommunications Command	NV63
From:	Oceanographer of the Navy (OCEANAV)	NV65
To:	Naval Oceanography Command	NV65
From:	Security Group Command (SECGRU)	NV69
To:	Naval Security Group Command	NV69
From:	Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)	NV70
To:	Pacific Fleet	NV70
From:	Chief of Naval Reserve	NV72
To:	Naval Reserve Force	NV72
From:	Director of Laboratory Programs (DLP)	NV78
To:	Office of Laboratory Programs	NV78

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
Department of State		
From:	International Boundary and Water Commission	ST03
To:	International Boundary and Water Commission: United States and Mexico	ST03
Department of Transportation		
From:	Federal Railroad Administration	TD05
To:	Federal Railroad Administration (except Alaska Railroad)	TD05
Department of the Treasury		
From:	Office of the Secretary	TR01
To:	Immediate Office of the Secretary of the Treasury	TR01
From:	Bureau of Government Financial Operations	TR02
To:	Financial Management Service	TR02
From:	Comptroller of the Currency	TR04
To:	Office of the Comptroller of the Currency	TR04
From:	Bureau of the Mint	TR08
To:	U.S. Mint	TR08
Other Agencies and Independent Establishments		
From:	Alaska Natural Gas Transportation System	AK00
To:	Office of the Federal Inspector for the Alaska Natural Gas Transportation System	AK00
General Services Administration		
From:	Executive Direction	GS01
To:	Immediate Office of the Administrator of General Services	GS01
From:	Office of Administration	GS11
To:	Office of the Comptroller	GS11
From:	Board of Contract Appeals	GS13
To:	GSA Board of Contract Appeals	GS13
From:	Office of Human Resources and Organization	GS14
To:	Office of the Associate Administrator for Administration	GS14
From:	Office of Acquisition Policy	GS16
To:	Office of the Assistant Administrator for Acquisition Policy	GS16
From:	Office of Oversight	GS18
To:	Office of the Associate Administrator for Policy and Management Systems	GS18
From:	Office of Project Control and Oversight	GS21
To:	Regional Office of Project Control and Oversight (all regions)	GS21
From:	Office of Regional Controller	GS22
To:	Regional Office of Controller (all regions)	GS22

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

	Data Representations	
Name	**Definition/Explanation**	**Code**
From:	Office of Public Buildings and Real Property	GS23
To:	Regional Office of Public Buildings and Real Property (all regions)	GS23
From:	Office of Personal Property	GS24
To:	Office of Federal Supply and Services	GS24
National Aeronautics and Space Administration		
From:	Headquarters	NN10
To:	Headquarters, NASA	NN10
From:	Marshall Space Flight Center	NN62
To:	George C. Marshall Space Flight Center	NN62
From:	Johnson Space Center	NN72
To:	Lyndon B. Johnson Space Center	NN72
From:	Kennedy Space Center	NN76
To:	John F. Kennedy Space Center	NN76
Smithsonian Institution		
From:	Smithsonian Institution	SM00
To:	Smithsonian Institution (except units administered under separate Boards of Trustees)	SM00
Veterans Administration		
From:	Staff and All Others	VA10
To:	Immediate Office of the Administrator of Veterans Affairs	VA10
From:	Department of Data Management	VA20
To:	Office of Information Resources Management	VA20
From:	National Cemetery System	VA50
To:	Department of Memorial Affairs	VA50
Deletions		
Judicial Branch		
	Supreme Court of U.S.---Office of the Marshal	JL02
Department of Education		
	Office of Education for Overseas Dependents	EDEX
Department of Labor		
	Miscellaneous Special-Committees-Commissions	DLXO
United States International Development Cooperation Agency		
	Office of the Director	AMAD

Central Personnel Data File (CPDF) Data Elements and Representations

LEGAL AUTHORITY

Data Representations

Name	Definition/Explanation	Code
Additions		
Reg 351.603 (A-76)		PNR
Reg 715.202 (A-76 Assignment)		RPR
Reg 715.202 (A-76)		RTR
Reg 831.501(b)-(A-76)		SQR
5 U.S.C. 3341 Exc		VNM
Changes		
From: CS Rule 6.7 --- NRC Agr		BLK
To: CS Rule 6.7 --- NRC Agr		BKM
From: Sec 625(d) FA Act		UCN
To: Sec 625(d) FA Act		UCM
From: 5 U.S.C. 5362(b)		VQL
To: 5 U.S.C. 5362(b)		VQJ

LOCATION CODE

Data Representations

Name	Definition/Explanation	Code
Additions		
California		
Canyon Lake		060564065
Missouri		
Nettleton		295585025

OCCUPATIONAL CODE

Data Representations

Name	Definition/Explanation	PATCO	Code
Addition			
Education program		P	1720

Central Personnel Data File (CPDF) Data Elements and Representations

PAY PLAN CODE

Data Representations		
Name	Definition/Explanation	Code
Deletions		
Temporary SFS Equivalent eligible for SFS		FQ
Temporary Foreign Service Reserve Officers (FSR) or Temporary Foreign Service Reserve Officers Unlimited (FSRU)		FR
Temporary Foreign Service Staff Officers		FS
Motion picture production schedule---Federal Wage System		WF

Attachment 2 to FPM Ltr. 292-29

Optional Personnel Data Elements and Representations

REMARKS CODE

Name	Data Representations Definition/Explanation	Code
Additions		
	Service under this appointment is limited to 1300 hours during a service year.	A09
	Total service on this appointment, which began (date), is limited to (number days/hours).	A13
	Change from on-call to year-round employment.	M30
	Voluntary change from year-round to on-call employment.	M31
	Position and pay reflect the following actions effective during employee's absence: (list actions).	P20
Deletion		
	During FY 83, 84, and 85, an amount equal to the net increase in your uniformed service retirement pay will be deducted from your salary.	P56
Change		
From:	Changes SCD from (date) to reflect (number) days worked under intermittent appointment(s).	B31
To:	Changes SCD from (date) to reflect (number) days worked under intermittent work schedule.	B31

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